



**NARRAGANSETT TOWN COUNCIL  
REGULAR MEETING  
AGENDA  
JANUARY 4, 2021  
7:30 PM**

Narragansett Town Hall  
25 Fifth Avenue  
Narragansett, RI 02882  
(401) 789-1044  
[www.narragansetttri.gov](http://www.narragansetttri.gov)

The Narragansett Town Council will conduct this meeting remotely.  
**No in-person attendance will be allowed.**

**NARRAGANSETT  
TOWN COUNCIL**

President  
Jesse Pugh

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84890090791?pwd=aCtpVVFZL1lsMFJLY3ZlZSU5kOHJxdz09>

Passcode: 089290

Or iPhone one-tap :

+16465588656,,84890090791#,,,,\*089290# or +13017158592,,84890090791#,,,,\*089290#

Or Telephone:

833 548 0282 (Toll Free) or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free) or 833 548 0276 (Toll Free)

Webinar ID: 848 9009 0791

Passcode: 089290

President Pro Tem

Susan P. Cicilline Buonanno

Members

Ewa M. Dzwierzynski  
Deborah A. Kopech  
Patrick W. Murray

**Posted 12-30-2020**

Town Manager

James R. Tierney

**CALL TO ORDER:**

**PLEDGE OF ALLEGIANCE:**

**APPROVAL OF MINUTES:**

- December 21, 2020 Work Session
- December 21, 2020 Regular Meeting

Town Clerk

Theresa C. Donovan, CMC

Town Solicitor

Mark A. Davis, Esq.

**ANNOUNCEMENTS/PRESENTATIONS:**

- A proclamation honoring [Frank M. White](#)
- Town Manager regarding skating rink donation

**PUBLIC HEARING/DECISION – 8:00 PM:**

A [MOTION](#) TO SCHEDULE a public hearing on the application of NRI Ventures, Inc. dba RI Social for a new Class B-Victualler Alcoholic Beverage License at Assessor's Plat P, Lot 289-5, 140 Point Judith Road, Unit 5, Narragansett, RI.

A [MOTION](#) TO SCHEDULE a public hearing on a proposed ordinance providing that Chapter 1075 of the Code of Ordinances be amended by the enactment of an amendment to the budget for the Town of Narragansett fiscal year beginning the 1<sup>st</sup> day of July 2020 and ending the 30<sup>th</sup> day of June 2021.

**OPEN FORUM/PUBLIC COMMENT:**

*Please conduct yourself in an orderly and respectful fashion. The comments of citizens accessing this portion of our meeting are neither adopted nor endorsed by this body, but are heard as requested.*

**CONSENT AGENDA:**

*All items listed on the Consent Agenda are considered to be routine or have been previously reviewed by the Town Council, and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember so requests, in which event the item will be removed from the General Order of Business, and considered in its normal sequence on the Agenda.*

1. A [MOTION](#) TO APPROVE the one-year contract extension for Sign Poles for the Public Works Department with Traffic Signs and Safety, Inc. at their unit costs of \$15.99 for 10' green u-channel poles and \$6.95 for 3.5' galvanized u-channel poles, under the same terms and conditions as the original contract.
2. A [MOTION](#) TO APPROVE the annual Power DMS Document Management Subscription Fee for the Police Department from Innovative Data Solutions, Inc. d/b/a PowerDMS, Inc., in the amount of \$3,940.75.
3. A [MOTION](#) TO APPROVE the purchase of additional Windows 10 Pro licenses from Zones, LLC, in the amount of \$3,933.60.
4. A [MOTION](#) TO AWARD the bid for Pest Control Services – Town wide to the lowest bidder, Falcon Pest Services, LLC, at their bid price of \$17.00 per building, per month and at the on-call service rate of \$30.00 per hour, for a two-year period.
5. A [MOTION](#) TO AWARD the bid for Tax Sale Title Search to the lowest bidder, Taft & McSally, LLP, at their quoted bid prices (\$78.00 per title exam; \$50.00 per collector's deed; and \$8.75 per postage/notice) for the 2021 tax sale.
6. A [MOTION](#) TO APPROVE the list of Real Estate addendums in the amount of \$2,266.11 and the list of Motor Vehicle abatements in the amount of \$125.21 in a report dated December 23, 2020.

7. A [MOTION](#) TO APPROVE the waiver of interest for taxpayers in accordance with Ordinance 2010-936, as detailed in a report dated December 11, 2020.
8. A [MOTION](#) TO ACCEPT a reimbursable RIDOH Pediatric EMSC Mini Grant totaling \$5,445.00 from the Rhode Island Department of Health Grant Program.

**OLD BUSINESS:**

**NEW BUSINESS:**

**PUBLIC WORKS DEPARTMENT**

9. A [MOTION](#) TO APPROVE, RATIFY AND CONFIRM the rental of five (5) message boards due to Covid-19 from ATS Equipment Inc. utilizing the Rhode Island Master Price Agreement (MPA), in the total amount of \$14,375.00.
10. A [MOTION](#) TO APPROVE the purchase of one (1) new Wanco “Metro” Message Board from ATS Equipment Inc. utilizing the State of Rhode Island Master Price Agreement (MPA), in the amount of \$12,900.00.

**INFORMATION TECHNOLOGY DEPARTMENT**

11. A [MOTION](#) TO APPROVE the Renewal of the Email Filtering Service from Zones, LLC in the amount of \$16,342.89.
12. A [MOTION](#) TO APPROVE the renewal of the ViewPoint/OpenGov Application Services with OpenGov, Inc. (ViewPoint Government Solutions, Inc.) in the amount of \$17,764.00.

**ENGINEERING DEPARTMENT**

13. A [MOTION](#) TO APPROVE, RATIFY AND CONFIRM the emergency repairs to the Wastewater Division sewer at State Street and Great Island Road, completed by R.P. Iannuccillo & Sons Construction Co. in the amount of \$55,750.00.
14. A [MOTION](#) TO APPROVE the contract extension for Miscellaneous Repair and Construction for the Water Division, Wastewater Division, and Public Works Department for a one-year period with George Sherman Sand & Gravel Company, Inc. at their quoted prices and rates, under the same terms and conditions as the previous year.

**TOWN CLERK**

15. A [MOTION](#) TO REAPPOINT/APPOINT Tree Wardens for the Town of Narragansett, pursuant to RIGL 2-14-2.
16. A [MOTION](#) TO APPOINT/REAPPOINT and confirm six employee representatives and appoint/reappoint two other individuals to the Pension Board.
17. A [MOTION](#) TO APPROVE a Victualling License application for Couchey Gourmet, LLC dba SoCo Vedge at 140 Point Judith Road, Unit 5, Narragansett, RI, subject to local and state regulations.

**TOWN COUNCIL**

18. A [MOTION](#) TO APPROVE the establishment of an Economic Development Commission, consisting of 7 members, including one member of the Chamber of Commerce and one member of the Town Council.
19. A [MOTION](#) TO DIRECT the Town Solicitor to prepare an amendment to the Town’s parking ordinance to add public parking spaces in the neighborhood around the waterfront public access points at the end of Conant Avenue and Pilgrim Avenue, and TO DIRECT the Town Manager to explore widening the road at the public access points at the end of Conant Avenue and Pilgrim Avenue to be consistent with the dimensions the actual Town-owned public ROWs of record and to present a design to the Town Council.

**EXECUTIVE SESSION:**

**ADJOURNMENT:**

This meeting is being called in accordance with all of Governor Gina M. Raimondo’s Executive Orders in effect at the time of agenda posting.

Note: Documentation (if any) for items listed on this Agenda is available for public inspection, a minimum of 24 hours prior to the meeting, at any time during regular business hours at Town Clerk’s Office, 25 Fifth Avenue, Narragansett, RI 02882. Interpreters for the hearing impaired can be made available at any meeting provided a request is received a minimum of three (3) business days prior to said meeting.

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC:** \_\_\_\_\_

**Amend No.** \_\_\_\_\_

**Date Prepared: December 29, 2020  
Council Meeting Date: January 4, 2021**

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**TO:** James R. Tierney, Town Manager  
**FROM:** Theresa C. Donovan, CMC, Town Clerk  
**SUBJECT:** Approval of Town Council Minutes

**RECOMMENDATION:**

That the Town Council approves the minutes from the following meeting:

- December 21, 2020 Work Session
- December 21, 2020 Regular Meeting

**SUMMARY:**

Attached are the minutes as in accordance with state law.

**ATTACHMENTS:**

1. December 21, 2020 work session minutes
2. December 21, 2020 regular meeting minutes

**NARRAGANSETT TOWN COUNCIL  
JOINT WORK SESSION MEETING WITH THE  
NARRAGANSETT SCHOOL COMMITTEE  
DECEMBER 21, 2020 MINUTES**

A Work Session Meeting of the Town Council of the Town of Narragansett was held on Monday, December 21, 2020. In accordance with Governor Gina Raimondo's Executive Orders, live participation of all members was accomplished via Zoom teleconference connection.

Present:       Jesse Pugh, President  
                  Susan Cicilline Buonanno, President Pro Tem  
                  Ewa M. Dzwierzynski, Member  
                  Deborah A. Kopech, Member  
                  Patrick W. Murray, Member  
                  James R. Tierney, Town Manager  
                  Christine Spagnoli, Finance Director

As well as School Committee members and administration:

Tammy McNeiece, Chair  
Diane S. Nobles, Vice Chair  
Joshua LaPlante, Member  
Alexander Menzies, Member  
Justin Skenyon, Member (arrived at 6:42 PM)  
Peter J. Cummings, Ed.D, Superintendent  
Karen M. Hagan, CPA, Director of Finance

Council President Pugh called the meeting to order at 6:37 PM. The purpose of the work session was the first discussion on the Fiscal Year 2021-2022 Budget, School and Town Revenues and Expenditures, as required by RIGL 16-2-21.

Superintendent Cummings spoke of the challenges of the Covid-19 pandemic, including unexpected related costs. [School Committee member Justin Skenyon arrived at this point.]

He detailed the School District's academic highlights, career and technical pathways and early childhood education.

Superintendent Cummings said the enrollment prediction for next year was that the high school would be over 500, middle school enrollment would shrink and elementary school would hold steady. He said Administration will focus on enrollment patterns and eliminate or shift teaching or administrative positions as needed.

Dr. Cummings said 80% of the budget was staffing (salary and benefits). Collective bargaining agreements for both professional staff and support staff will expire this year.

He said a percentage of the budget (about 3%) is devoted each year to the capital improvement program, in compliance with Town Council resolution. An additional 2% is held in reserve.

He said the unique challenge this year will be recovery from the pandemic's impact. Some State aid is expected, but the amount is still unknown. Superintendent Cummings anticipated that somewhere between \$100,000 and \$200,000 in expenses will not be reimbursed.

**ADJOURNMENT:** Motion by Councilor Murray, seconded by Councilor Dzwierzynski to adjourn at 7:11 PM. So unanimously voted.

ATTEST:



Theresa C. Donovan, CMC  
Council Clerk

MINUTES ACCEPTED AS  
PRESENTED/AMENDED:

Theresa C. Donovan, CMC  
Council Clerk

## NARRAGANSETT TOWN COUNCIL

### REGULAR MEETING

#### DECEMBER 21, 2020 MINUTES

A Regular Meeting of the Town of Council of the Town of Narragansett was held on Monday, December 21, 2020 at 7:30 PM. In accordance with Governor Gina Raimondo's Executive Orders, live participation of all members was accomplished via Zoom teleconference connection.

Present: Jesse Pugh, President  
Susan Cicilline Buonanno, President Pro Tem  
Ewa M. Dzwierzynski, Member  
Deborah A. Kopech, Member  
Patrick W. Murray, Member  
James R. Tierney, Town Manager  
Mark A. Davis, Esq., Town Solicitor

#### APPROVAL OF MINUTES:

- Motion by Councilor Dzwierzynski, seconded by Councilor Cicilline Buonanno that the minutes of the December 7, 2020 Regular Meeting be approved as presented. So unanimously voted.
- Motion by Councilor Cicilline Buonanno, seconded by Councilor Dzwierzynski that the minutes of the December 7, 2020 Executive Session be approved as presented. So unanimously voted.
- Motion by Councilor Kopech, seconded by Councilor Cicilline Buonanno to that the minutes of the December 10, 2020 Executive Session be approved as presented. So unanimously voted.

#### ANNOUNCEMENTS/PRESENTATIONS:

- Chief of Police Sean Corrigan provided an update on the Rhode Island Police Chiefs Association's **Twenty for 2020 Campaign** and the participation and compliance of the Narragansett Police Department.
- Councilor Cicilline Buonanno recognized the Parks and Recreation Department and the Community/ Senior Center for **delivering meals** since the pandemic began. Over 183 days and 11,520 miles, 6,772 meals were delivered and 2,550 were prepared for pick up. She also reported meals for first responders were available at Sunset Farm.

#### OPEN FORUM/PUBLIC COMMENT:

*Please conduct yourself in an orderly and respectful fashion. The comments of citizens accessing this portion of our meeting are neither adopted nor endorsed by this body, but are heard as requested.*

Stanley Wojciechowski urged the Council to minimize taxes in a fair and equitable fashion, and suggested they consider no tax increase and no fee increase in the upcoming budget.

Catherine Celeberto encouraged everyone to be tested for Covid-19.

**CONSENT AGENDA:** Item #5 was removed. Motion by Councilor Murray, seconded by Councilor Cicilline Buonanno to approve the remainder of the consent agenda as presented (10 items). So unanimously voted. The amended consent agenda consisted of:

1. A MOTION TO APPROVE the **waiver of interest** for taxpayers as detailed in a report dated November 20, 2020, in accordance with Ordinance 2010-936.
2. A MOTION TO APPROVE the list of **real estate addendums** in the amount of \$5,152.31 in a report dated December 10, 2020.
3. A MOTION TO APPROVE a one-year contract extension for **laundry service** – Public Works Department with Anchor Linen Co. at the bid price of \$.65 per pound, under the same terms and conditions as the original bid.
4. A MOTION TO APPROVE a one-year contract extension for **clothing cleaning services** for the Police and Fire Departments with East Winds Dry Cleaners at their quoted prices, under the same terms and conditions as the original bid.
6. A MOTION TO APPROVE a one-year contract extension for **water testing** and miscellaneous water quality consulting services with RI Analytical Laboratories, Inc. at their quoted prices, under the same terms and conditions as the original bid.
7. A MOTION TO APPROVE the purchase of a **portable mixing system** for the Wastewater Division from the lowest quoted vendor, C3ND Environmental Consulting, in the amount of \$3,310.00.
8. A MOTION TO APPROVE the annual service agreement for the **water meter reading** system from Itron, Inc. in the amount of \$6,301.94.
9. A MOTION TO AWARD the bid for **wastewater laboratory analysis** to the lowest bidder, Con-Test Analytical, at their quoted contract prices for a one-year period.
10. A MOTION TO APPROVE, RATIFY AND CONFIRM the **emergency repairs** to Public Works Truck #108, completed by Champlin Welding, in the amount of \$2,869.76.
11. A MOTION TO APPROVE the revised contract renewal for FiOS **internet access** with speed increase from Verizon, in the amount of \$3,828.00 per year and authorize the Town Manager to sign the contract after review by the Town Solicitor.
5. Motion by Councilor Cicilline Buonanno, seconded by Councilor Murray to approve the **mounting services** for three (3) MDT tablets in three (3) new police vehicles from Island Tech Services, LLC in the amount of \$2,825.00. Chief of Police Sean Corrigan clarified only two tablets would be needed, but the invoice amount was correct. Motion by Councilor Murray, seconded by Councilor Cicilline Buonanno to amend the motion to approve two (2) tablets for two (2) new police vehicles for a total of \$2,825.00. So unanimously voted. Main motion, as amended, so unanimously voted.

**OLD BUSINESS:**

**NEW BUSINESS:**

**ENGINEERING DEPARTMENT**

12. Motion by Councilor Cicilline Buonanno, seconded by Councilor Dzwierzynski to read, pass and adopt as a second reading an ordinance in amendment of Chapter 78, Article II of the Code of Ordinances of the Town of Narragansett, Rhode Island, entitled "Utilities" (**Water Rates and Charges**). Engineering Department Director Jonathan Gerhard explained there would be no net increase to fees or revenues. The ordinance would clarify that certain fees would be paid at the time of application instead of being later billed. Motion so unanimously voted.

[The agenda was interrupted at this point for the scheduled public hearing matters at 8:00 PM.]

**PUBLIC HEARING/DECISION – 8:00 PM:**

Motion by Councilor Murray, seconded by Councilor Cicilline Buonanno to reschedule a public hearing on a petition from St. Thomas More Church and St. Veronica Chapel for the partial road abandonment of a portion of **Joy Lane** to Monday, February 1, 2021 at 8:00 PM. So unanimously voted.

Motion by Councilor Dzwierzynski, seconded by Councilor Cicilline Buonanno to schedule a public hearing on Tuesday, February 16, 2021 at 8:00 PM to consider a variety of text amendments to the Zoning Ordinance of the Town of Narragansett addressing **bulk zoning regulations**. So unanimously voted.

Motion by Councilor Dzwierzynski, seconded by Councilor Kopech to schedule a public workshop on Monday, January 25, 2021 at 6:30 PM to discuss and review the proposed revisions to Narragansett's Code of Ordinances and to address the issue of **bulk zoning regulations**. So unanimously voted.

**ENGINEERING DEPARTMENT** (continued at 8:03 PM)

13. Motion by Councilor Cicilline Buonanno, seconded by Councilor Dzwierzynski to award the contract for **Water System Hydraulic Model** to Pare Corporation in the amount of \$89,400.00. Director Gerhard stated, since some items required by the request for proposals were omitted from the lower bid, contract award to the higher bidder was recommended. Motion so unanimously voted.
14. Motion by Councilor Cicilline Buonanno, seconded by Councilor Dzwierzynski to approve, ratify and confirm the **emergency repairs** to the sewer force main at the Stanton Avenue Pump Station in the total amount of \$58,516.69. Director Gerhard stated the high salt environment and the high groundwater level of the area made it a challenging site, and noted this leak may have been earthquake related. Motion so unanimously voted.

### **FINANCE DEPARTMENT**

15. Motion by Councilor Cicilline Buonanno, seconded by Councilor Dzwierzynski to read, pass and adopt as a second reading an ordinance in amendment of Chapter 1075 of the Code of Ordinances of the Town of Narragansett, Rhode Island, being the Fiscal Year 2021 Budget Appropriation Ordinance, to reflect the revised payment schedule for the **FY21 Motor Vehicle tax billing**. So unanimously voted.

### **TOWN COUNCIL**

16. Motion by Councilor Cicilline Buonanno, seconded by Councilor Kopech to read, pass and adopt as a second reading an ordinance in amendment of Chapter 1075 of the Code of Ordinances of the Town of Narragansett, Rhode Island, being the Fiscal Year 2021 Budget Appropriation Ordinance, to transfer \$441,103.00 from the Town's unassigned fund balance to the **Maury Loontjens Library Budget**. Council President Pugh noted a petition had been filed requesting a public hearing before proceeding. Clerk Donovan stated the petition will be on the January 4, 2021 agenda for Council to receive and set a date for the public hearing. Library Board of Trustees Chair Laurie Kelly stated, if the petition is valid, the delay should not cause any ill effects. Solicitor Davis stated the petition was filed in a timely fashion and the signatures were verified by Clerk Donovan; therefore, the petition is valid. Motion by Councilor Cicilline Buonanno, seconded by Councilor Kopech to amend the motion to continue the second reading to a date to be determined. So unanimously voted. Main motion, as amended, so unanimously voted.
17. Motion by Councilor Cicilline Buonanno, seconded by Councilor Kopech to schedule a Town Council **boards and commissions** workshop with the Town Clerk to review member vacancies, and members who have expired terms on Monday, January 11, 2021 at 5:30 PM. So unanimously voted.
18. Motion by Councilor Cicilline Buonanno, seconded by Councilor Kopech to approve a request for statements of qualifications and proposals to provide professional **architectural \ engineering services** related to the conversion of the former Belmont Market building into a public library. So unanimously voted.

### **PARKS AND RECREATION DEPARTMENT**

19. Motion by Councilor Cicilline Buonanno, seconded by Councilor Dzwierzynski to approve the request from Ampsurf to conduct a **one-day free surfing event** for disabled veterans at the Town Beach on Saturday June 5, 2021 from 7:00 AM to 1:00 PM, subject to state and local regulations. So unanimously voted.
20. Motion by Councilor Cicilline Buonanno, seconded by Councilor Murray to approve the request from Rhode Races & Events Inc. to conduct the annual **Ocean State Rhode Race Half Marathon and 5K Road Race** to be held on Sunday October 24, 2021 from 7:30 AM to 1:30 PM, subject to state and local regulations. So unanimously voted.

**TOWN CLERK**

21. Motion by Councilor Cicilline Buonanno, seconded by Councilor Dzwierzynski to approve a **Victualling License** renewal application for Thai Best LLC, doing business as Thai Best at 21 Pier Market Place for a term to expire April 30, 2021. So unanimously voted.
22. Motion by Councilor Cicilline Buonanno, seconded by Councilor Murray to consider the **expansion of the liquor licensed premises service areas** for WT Galilee Corp. dba Capt'n Foggy's Fish House (294 Great Island Road), subject to state and local regulations. Building Inspection Department Director Wayne Pimental reported this building is on leased, State-owned land, so the State building commissioner and fire marshal have regulatory jurisdiction. He stated, since this property is in the Galilee District, proposed changes may require review by the Planning Board. Applicant William Tetlow said his licensed area was upstairs with 170 seats, but it has been limited during the pandemic. He said he wanted to utilize the lower level temporarily, and understood he would have to go through the process with the State and local Planning and Zoning boards for permanent changes. He said he was seeking temporary outdoor seating in the front, back and side of the building and also using the inside corridor, all on the lower level, while working on the necessary applications for permanent expansion. Council President Pugh said he was not in favor of any expansion of indoor liquor service at this time, including the inside corridor, as that was not the intention of the Governor's emergency order regarding temporary expansion. Mr. Tetlow said the corridor is open at both ends so it is an open-air environment. Various configurations were discussed, along with the logistical problem of preparing food and drinks upstairs and delivering them to the outside lower level. Mr. Tetlow said the business was currently closed but he hoped to open in April. Councilor Kopech said outdoor service could be allowed until restrictions are lifted and, while the restaurant is currently closed, the applicant could pursue the necessary approvals for the rest of his expansion. Councilors Murray and Dzwierzynski said they supported allowing expansion for struggling businesses that are being innovative and creative in their approach. Clerk Donovan reviewed the process of temporary expansion of liquor licensed premises from May to present. She stated temporary outdoor service allowed by the Governor's executive orders under emergency conditions was different from the regulatory process required by state law for expansion of indoor service areas. Solicitor Davis said the State's "Take It Outside" initiative was exactly for that – outside, and that indoor expansions require a different process, as defined by law. He noted every expansion granted to date had been for outdoor service, and cautioned against setting a precedent by allowing circumvention of not only state law, but zoning and planning requirements for indoor expansion. Motion by Councilor Cicilline Buonanno, seconded by Council President Pugh to amend the motion to allow outdoor service on the lower level for up to 32 seats in the front, back and side of the building only. So unanimously voted. Main motion, as amended, so unanimously voted.

23. Motion by Councilor Cicilline Buonanno, seconded by Councilor Murray to approve an amendment to the **conservation easement** that exists on **Plat K, Lot 460-8** (1034 Ocean Road) to state the barrier (fence) depicted for the outdoor swimming pool as depicted on the plan of Waterman Engineering Company dated July 11, 2019 for this specific property is consistent with the Conservation Easement, and authorize the Town Manager to sign the amendment to the Conservation Easement. So unanimously voted.
24. Motion by Councilor Kopech, seconded by Councilor Murray to appoint/reappoint and confirm six employee representatives to the **Pension Board**, and appoint/reappoint two other individuals to the Pension Board. Motion by Councilor Cicilline Buonanno, seconded by councilor Murray to amend the motion to continue all eight appointments to a date to be determined. So unanimously voted. Main motion, as amended, so unanimously voted.
25. Motion by Councilor Cicilline Buonanno, seconded by Councilor Dzwierzynski to direct the Town Clerk regarding increasing the number of authorized **liquor licenses** in 2021. Council directed Clerk Donovan to run the customary notice, including the statement regarding special use permits. So unanimously voted.
26. Motion by Councilor Cicilline Buonanno, seconded by Councilor Dzwierzynski to authorize the Town Clerk to advertise upcoming **appointments to boards, committees and commissions**. Council President Pugh asked Clerk Donovan to include information about the work session in the advertisement. Motion so unanimously voted.

**ADJOURNMENT:** There being no further business before the Council, motion by Councilor Cicilline Buonanno, seconded by Councilor Dzwierzynski to adjourn at 10:12 PM. So unanimously voted.

Attest:



Theresa C. Donovan, CMC  
Council Clerk

Minutes Accepted as Amended/Presented:

Theresa C. Donovan, CMC  
Council Clerk

A digital format has been made a part of the record for a complete account of the Council meeting.  
<https://www.youtube.com/watch?v=8RlXbmZqGYw>

# NARRAGANSETT SCHOOL SYSTEM

ADMINISTRATIVE OFFICES  
25 FIFTH AVENUE  
NARRAGANSETT, RHODE ISLAND 02882-3612  
Telephone (401) 792-9450  
FAX (401) 792-9439

**PETER J. CUMMINGS, Ed.D.**  
SUPERINTENDENT OF SCHOOLS

**MELISSA DENTON**  
DIRECTOR OF STUDENT SERVICES  
(401) 792-9426

**KAREN M. HAGAN, CPA**  
DIRECTOR OF FINANCE

## A PROCLAMATION HONORING FRANK M. WHITE

- WHEREAS,** Frank M. White began his most recent service when he was appointed as a member of the Narragansett School Committee in 2009 in a time of crisis while also maintaining a distinguished and renowned career as a Professor of Mechanical and Ocean Engineering at the University of Rhode Island.
- WHEREAS,** Frank M. White had previously served on the Narragansett School Committee between 1972 and 1976, acting in a critical role in the design, approval, and construction of Narragansett High School, which opened in 1975.
- WHEREAS,** Frank M. White shared his expertise, wisdom, and attention to detail as a key member of the School Committee, always putting students and families first as he helped craft district budgets, support instructional programs, and design meaningful policies. Frank was well known for his commitment to the arts and for his weekly tutoring of students in mathematics.
- WHEREAS,** Frank M. White has lived in Narragansett since 1964, and raised four daughters with his late wife, Jeanne. They always remained active in the town through various areas of support such as serving on the Board of Trustees of the Narragansett Library and many other civic organizations.
- WHEREAS,** the members of the Narragansett Town Council and Narragansett School Committee, on behalf of all town employees and the citizens of Narragansett, recognizing that the Town and School District have indeed been left better off thanks to his dedication, wish to extend to Frank M. White our gratitude.

**NOW, THEREFORE** . . . all our citizens join with us in extending to Frank M. White our deepest appreciation for his professionalism, his commitment to the bettering of our schools, and his distinguished service to the Town of Narragansett.

**ADOPTED** this fourth day of January A.D. 2021.

**ATTEST:**



**Peter J. Cummings**  
Superintendent of Narragansett Schools



**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC:** \_\_\_\_\_

**Amend No.** \_\_\_\_\_

**Date Prepared: December 21, 2020**  
**Council Meeting Date: January 4, 2021**

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**TO:** James R. Tierney, Town Manager

**FROM:** Theresa C. Donovan, CMC, Town Clerk

**SUBJECT:** Consideration of Liquor License Request – Schedule Public Hearing

**RECOMMENDATION:**

That the Town Council SCHEDULE a Public Hearing on the application of NRI Ventures, Inc. dba RI Social for a new Class B-Victualler Alcoholic Beverage License at Assessor's Plat P, Lot 289-5, 140 Point Judith Road, Unit 5, Narragansett, RI.

**SUMMARY:**

The applicant is seeking a new alcoholic beverage license, which would allow the service of alcoholic beverages to customers while dining at the restaurant. Class B-Victualling licenses have been issued for this location in the past, the most recent of which was Proof Properties LLC, but that license was abandoned as of December 1, 2020. Since this license was recently abandoned there is no active license from which a transfer could be requested.

Currently, there are twenty (20) active BV licenses in Narragansett. Approval of this application would bring the total to twenty-one (21). Since this would be considered a new license, abutter notification of the public hearing by the applicant would be required.

The Town Council's conditions in place for the last liquor licensee at this location were as follows:

- a) Alcohol may be served at the tables in the dining room area, with food, by waiters and waitresses.
- b) Alcohol can be served in the bar area, at the bar and at tables, without food. Meals can be served at the bar and at the tables within the bar area.
- c) Bar seating can be no larger than the previous bar.
- d) Entertainment is allowed during the hours of operation and can include live music and disc jockeys.
- e) Outside seating is now allowed for ten individuals to be served alcohol with food by servers.

Staff suggests a public hearing date of February 1, 2021.

**ATTACHMENTS:**

1. Application and site plan

STATE OF RHODE ISLAND

TOWN OF NARRAGANSETT

BOARD OF LICENSE COMMISSIONERS  
APPLICATION FOR LIQUOR LICENSE

RETAILER CLASS: A \_\_\_ BH \_\_\_ BM \_\_\_ BT \_\_\_ BV ☒ BVL \_\_\_ C \_\_\_ E \_\_\_ ED \_\_\_ J \_\_\_ T \_\_\_

Business Structure: ☐ Corporation ☐ Partnership ☐ LLC ☐ Individual

NR1 Ventures  
Name of Applicant/Corporation

R1 Social  
D/B/A

140 Point Judith Rd Unit A5 Narragansett, RI 02882  
Address of Premise

401-284-1544  
Phone Number of Business

khovacs@ibsonline.com  
Email Address

State - Incorporated: RI Date of Incorporation: 11-17-20

Name, Address, Telephone of all Officers/Members with percentage ownership:

<u>Michael P. O'Connor</u>	<u>1650 Point Judith Rd</u>	<u>401-284-1544</u>	<u>100</u>
President/Member Name	Address	Phone	% Ownership
Vice President/Member Name	Address	Phone	% Ownership
Secretary/Member Name	Address	Phone	% Ownership
Treasurer/Member Name	Address	Phone	% Ownership

Name and Address of All Directors or Board Members, with percentage ownership:

Name	Address	Phone	% Ownership
Name	Address	Phone	% Ownership
Name	Address	Phone	% Ownership

If application is on behalf of undisclosed principal or party, please give details:

Does Applicant Own Premises? Yes ☒ No \_\_\_ Is Property Mortgaged? Yes \_\_\_ No ☒ or Leased? Yes \_\_\_ No ☒

Give Name and Address of Mortgagee or Lessee and Amount of Extent

Name	Address	Amount - Term
------	---------	---------------

Have any Officers, Members or Stockholders ever been arrested or convicted of a crime? Yes\_\_\_ No ☒ If yes, explain:

Is any other business to be conducted within Licensed Premises? Yes\_\_\_ No ☒ If yes, explain:

Does Applicant or any of its Officers, Members or Stockholders have an interest, direct or indirect, as principle or associate, or in any manner whatsoever, in any retail license issued under Title 3 of the RI General Laws? If yes, explain:

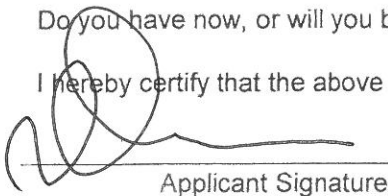
Is Applicant the owner or operator of any other business? If yes, explain:

Marine Grill, FBSI, Superior Insulation

State amount of capital invested in the business connected to this application.

Do you have now, or will you be installing, a draught system? Yes ☒ No\_\_\_

I hereby certify that the above statements are true to the best of my knowledge and belief:



Applicant Signature

11-24-20

Date

1. Every question on Application Form must be answered. Any false statement made by the Applicant will be sufficient grounds for the denial of the application, or the revocation of the license in the event one has been granted.
2. A corporation having 25 or more stockholders need not file a list of the names and addresses of stockholders.
3. Attention is called to the requirements of RIGL §3-5-10:
  - a) All newly elected officers, members, or directors must be reported to the Board of License Commissioners within 30 days.
  - b) Any acquisition by any person of more than ten per cent (10%) of any class of corporate stock must be reported within 30 days.
  - c) Any transfer of fifty percent (50%) or more of any class of corporate stock can be made only by written application to the licensing board, and is subject to the procedures for a transfer of license.

### APPLICATION FOR TRANSFER OF LICENSE ONLY

Select one: Transfer of Location \_\_\_\_\_ Name \_\_\_\_\_ Stock \_\_\_\_\_ Current Retail Class \_\_\_\_\_

Name of Transferor (applicant/current owner)

d/b/a

Address

The above hereby petitions the Licensing Board to transfer the said license to:

New Location (If any):

New Name (If any):

If change of stockholders, list old and new stockholders:

Signature of Transferor (current owner)

Date

Signature of Transferee (new owner)

Date



TOWN OF NARRAGANSETT

Town Hall • 25 Fifth Avenue • Narragansett, RI 02882  
Tel. (401)782-0603 Fax (401)783-9637

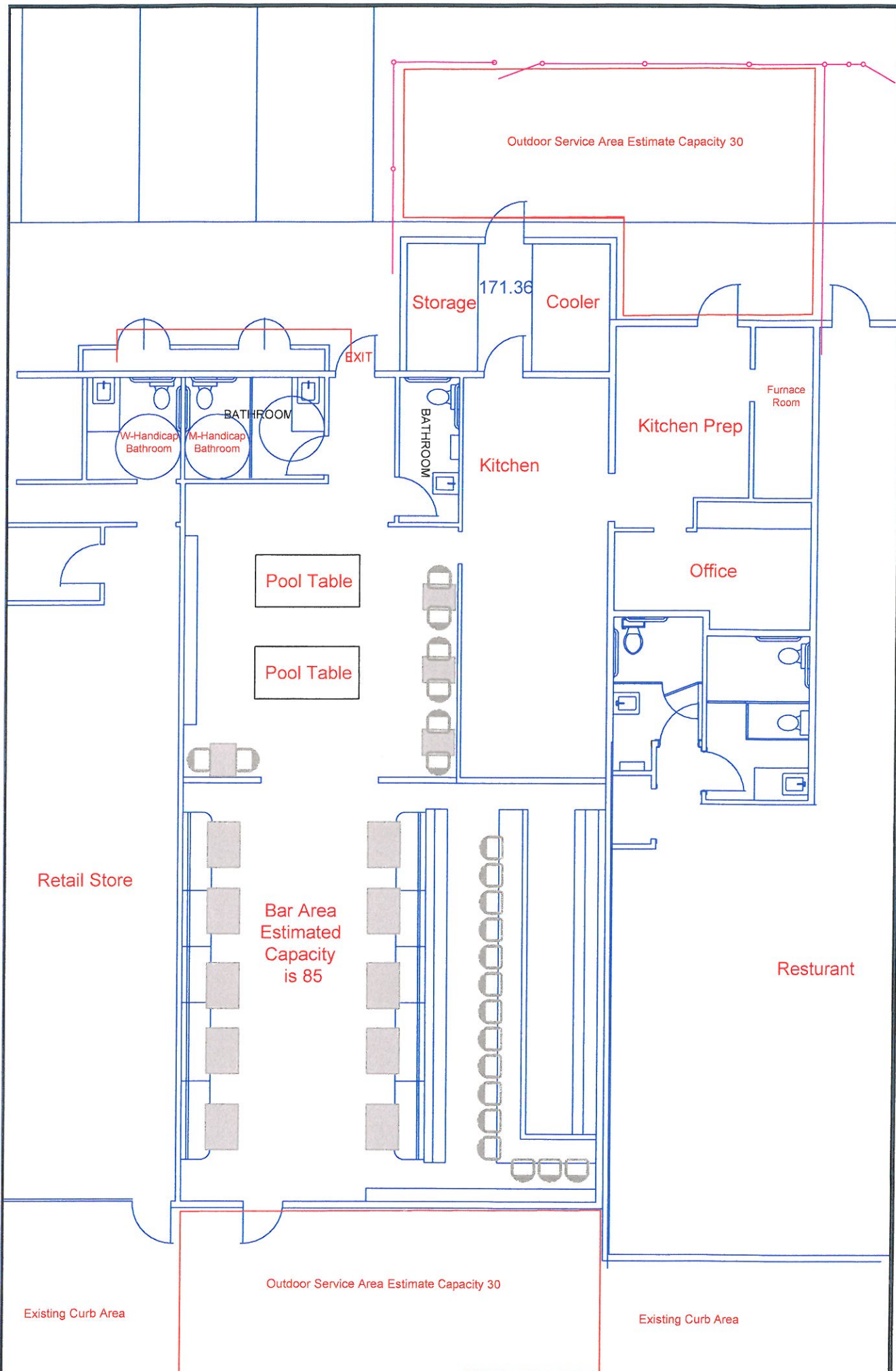
Date 11.24.20

PLEASE ILLUSTRATE BELOW THE NUMBER OF BARS IN YOUR ESTABLISHMENT AND  
LOCATION OF SAME.

See Attached

BUSINESS NAME: NR Ventures DBA Social

SIGNATURE: [Signature]



No.	Revision/Issue	Date

Town of Narragansett  
25 Fifth Avenue  
Narragansett, RI 02882

MISCELLANEOUS LICENSE APPLICATION

Ri Social

Trade name

Michael O'Connor

Owner's name

140 Point Judith Rd

Company address (line 1)

Narragansett, RI 02882

Mailing address (line 1)

Unit A

Company address (line 2)

Mailing address (line 2)

401-284-1544

Company telephone #

Owner's telephone #

Enter: Plat

Lot(s)#

TYPE(S) OF LICENSE:

VICTUALLING LICENSE

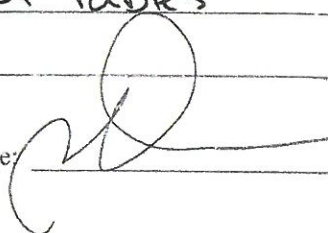
FEE:

\$ 50.00

Pool Tables

\$ 75.00

\$

Signature: 

Date: \_\_\_\_\_

ANSWER ONLY IF APPLICABLE:

Food Dispenser/Victualer

Type of Operation:

Restaurant + Bar

Food Source(s):

Small Bites

Seating capacity: 90

# of dining rooms: 1

# of kitchens: 1

# of meals served daily: 2

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC:** \_\_\_\_\_

**Amend No.** \_\_\_\_\_

**Date Prepared: December 28, 2020  
Council Meeting Date: January 4, 2021**

---

**TO:** James R. Tierney, Town Manager  
**FROM:** Theresa C. Donovan, CMC, Town Clerk  
**SUBJECT:** Public Hearing on Proposed Ordinance

**RECOMMENDATION:**

That the Town Council schedule a public hearing on a proposed ordinance providing that Chapter 1075 of the Code of Ordinances be amended by the enactment of an amendment to the budget for the Town of Narragansett fiscal year beginning the 1<sup>st</sup> day of July 2020 and ending the 30<sup>th</sup> day of June 2021.

**SUMMARY:**

On December 7, 2020, the Town Council introduced, read, passed and accepted as a first reading an ordinance in amendment of Chapter 1075 of the Code of Ordinances of the Town of Narragansett, Rhode Island, being the Fiscal Year 2021 Budget Appropriation Ordinance, to transfer \$441,103.00 from the Town's unassigned fund balance to the Maury Loontjens Library Budget.

On December 21, in accordance with Section 2-1-9 (a) of the Town Charter, a petition was timely filed with the Town Clerk, bearing the signatures of twenty-one (21) verified electors of the Town, requesting a public hearing on the proposed ordinance before any further action is taken on the proposal.

Staff recommends a public hearing date of February 1, 2021 at 8:00 PM.

**ATTACHMENTS:**

1. Proposed ordinance
2. Town Charter Section 2-1-9 (a)
3. Petition filed 12-21-2020
4. Draft notice of public hearing

TOWN OF NARRAGANSETT  
CHAPTER

AN ORDINANCE OF THE TOWN OF NARRAGANSETT, PROVIDING THAT  
CHAPTER 1075 OF THE CODE OF ORDINANCES OF THE TOWN OF  
NARRAGANSETT, RHODE ISLAND BE AMENDED BY THE ENACTMENT OF AN  
AMENDMENT TO THE BUDGET FOR THE TOWN OF NARRAGANSETT FISCAL  
YEAR BEGINNING THE 1<sup>ST</sup> DAY OF JULY 2020 AND  
ENDING THE 30<sup>TH</sup> DAY OF JUNE 2021

It is ordained by the Town Council of the Town of Narragansett as follows:

Section 1. The budget appropriation ordinance adopted by the Narragansett Town Council on June 15, 2020 for the fiscal year of said Town of Narragansett beginning July 1, 2020 is hereby amended, enacted and adopted as follows:

**GENERAL FUND**

REVENUES

Unassigned Fund Balance Use	from	\$0	to	\$441,103
Account 0001-49000				
Increase Revenues by \$441,103				

EXPENDITURES

General Fund Transfers-Library	from	\$400,000	to	\$841,103
Account: 0001900-50842				
Increase Transfers by \$441,103				

This action will increase the total adopted budget from \$61,176,312 to \$61,617,415.

First Reading introduced, read and passed in the Town Council Meeting legally assembled the            day of            , 2020.

Second Reading read, passed and adopted in the Town Council Meeting legally assembled the            day of            , 2020.

ATTEST:

Theresa C. Donovan, CMC  
Town Clerk

Sec. 2-1-9. - Ordinances.

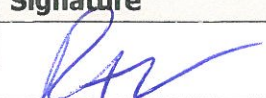


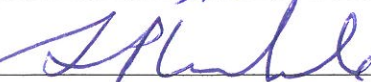
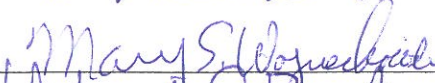
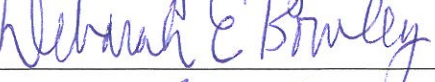
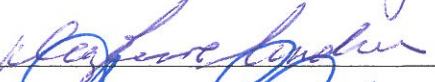


The council may act by rule, ordinance or resolution, but in addition to the cases in which an ordinance is required by any specific provisions of this Charter or any applicable law, any action creating or abolishing any department, office or agency of the town government or any action under the provisions of section 2-1-Z, subsections a., b., f., and j. of this Charter shall be by ordinance only:

- a. No ordinance shall be passed by the council at the meeting at which it is introduced, but it shall be referred to a subsequent regular or special meeting at least seven (7) days hence for a vote thereon. If, in the meantime, a petition signed by twenty (20) electors of the town be filed with the town clerk, requesting a public hearing on said proposed ordinance, one shall be held at the meeting next following its introduction, and no action shall be taken on the ordinance until the conclusion of the hearing.
- b. In an emergency affecting the public peace, health, safety, comfort and welfare of the inhabitants of the town and for protection of persons and property, the town council by an affirmative vote of three (3) members may adopt, on the day of its introduction, an ordinance containing a declaration of emergency which shall take effect upon its passage. The nature of the emergency shall be specifically stated in the ordinance and such declaration shall be conclusive as to the existence of such an emergency. Every emergency ordinance shall automatically stand repealed as of the sixty-first day following the date on which it was adopted; but this shall not prevent reenactment of the ordinance in the manner specified in this section if the emergency still exists.

# Petition for a Public Hearing

'20 DEC 21 PM 2:10

<b>Petition summary and background</b>	<p>On December 7, 2020, the Narragansett Town Council passed agenda item #21</p> <p>21 A <u>MOTION</u> TO INTRODUCE, READ, PASS AND ACCEPT as a first reading an ordinance in amendment of Chapter 1075 of the Code of Ordinances of the Town of Narragansett, Rhode Island, being the Fiscal Year 2021 Budget Appropriation Ordinance, to transfer \$441,103.00 from the Town's unassigned fund balance to the Maury Loontjens Library Budget. . <b>INTRODUCED, READ, PASSED AND ACCEPTED (Cicilline Buonanno/Murray 5-0)</b></p>
<b>Action petitioned for</b>	<p><b>We, the undersigned, request a public hearing on this ordinance prior to a second reading</b> - pursuant to Sec. 2-1-9-A of the Town of Narragansett Charter states " No ordinance shall be passed by the council at the meeting at which it is introduced, but it shall be referred to a subsequent regular or special meeting at least seven (7) days hence for a vote thereon. If, in the meantime, a petition signed by twenty (20) electors of the town be filed with the town clerk, requesting a public hearing on said proposed ordinance, one shall be held at the meeting next following its introduction, and no action shall be taken on the ordinance until the conclusion of the hearing.</p>

Printed Name	Signature	Address	Date
Rebecca F. Lema		83 Mumford Rd	12/20/2020
Kristin Clark		80 Mumford Rd	12/20/2020
Christopher Mannix		9 Croostock Isl	12/20/2020
STANLEY P Wojciechowski		46 Fifth Ave	12/21/2020
MARY S. Wojciechowski		46 Fifth Ave	12/21/2020
Deborah E Bowley		330 KINGSTOWN RD.	12/21/2020
Daryl Anderson		7 Jean St	12/21/2020
CARYL JARDON		474 Boston Neck Rd	12/21/2020
Paul Hermenze		200 Clarke Rd	12/21/20

Continued

Name	Signature	Address	Date
DOUGLAS E McDOUGHER	Douglas E McLaughlin	15 CARVER LANE	12/21/20

'20 DEC 21 PM 2:10

## Petition for a Public Hearing

<b>Petition summary and background</b>	<p>On December 7, 2020, the Narragansett Town Council passed agenda item #21</p> <p>21 A <u>MOTION</u> TO INTRODUCE, READ, PASS AND ACCEPT as a first reading an ordinance in amendment of Chapter 1075 of the Code of Ordinances of the Town of Narragansett, Rhode Island, being the Fiscal Year 2021 Budget Appropriation Ordinance, to transfer \$441,103.00 from the Town's unassigned fund balance to the Maury Loontjens Library Budget. . <b>INTRODUCED, READ, PASSED AND ACCEPTED</b> (Cicilline Buonanno/Murray 5-0)</p>
<b>Action petitioned for</b>	<p><b>We, the undersigned, request a public hearing on this ordinance prior to a second reading</b> - pursuant to Sec. 2-1-9-A of the Town of Narragansett Charter states " No ordinance shall be passed by the council at the meeting at which it is introduced, but it shall be referred to a subsequent regular or special meeting at least seven (7) days hence for a vote thereon. If, in the meantime, a petition signed by twenty (20) electors of the town be filed with the town clerk, requesting a public hearing on said proposed ordinance, one shall be held at the meeting next following its introduction, and no action shall be taken on the ordinance until the conclusion of the hearing.</p>

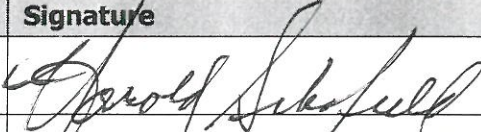




Printed Name	Signature	Address	Date
Paul Zonfrillo	<i>Paul Zonfrillo</i>	7 Windward circle	12/21/20
Ann Zonfrillo	<i>Ann Zonfrillo</i>	7 Windward Circle	12/21/20
Michelle Tremont	<i>Michelle Tremont</i>	74 White Swan Dr	12-21-20
Emma Tremont	<i>Emma Tremont</i>	74 white Swan Dr	12/21/20
MAUREEN KERRIGAN	<i>Maureen Kerrigan</i>	9 Wilderness Dr	12/21/20
Louise Ferrandi	<i>Louise Ferrandi</i>	20 Middle	12/21/20
Steve Ferrandi	<i>Steve Ferrandi</i>	44 S Luma	12-21-20

Steve Ferrandi

# Petition for a Public Hearing

'20 DEC 21 PM 2:10

<b>Petition summary and background</b>	<p>On December 7, 2020, the Narragansett Town Council passed agenda item #21</p> <p>21 A <u>MOTION</u> TO INTRODUCE, READ, PASS AND ACCEPT as a first reading an ordinance in amendment of Chapter 1075 of the Code of Ordinances of the Town of Narragansett, Rhode Island, being the Fiscal Year 2021 Budget Appropriation Ordinance, to transfer \$441,103.00 from the Town's unassigned fund balance to the Maury Loontjens Library Budget. . <b>INTRODUCED, READ, PASSED AND ACCEPTED (Cicilline Buonanno/Murray 5-0)</b></p>
<b>Action petitioned for</b>	<p><b>We, the undersigned, request a public hearing on this ordinance prior to a second reading -</b> pursuant to Sec. 2-1-9-A of the Town of Narragansett Charter states " No ordinance shall be passed by the council at the meeting at which it is introduced, but it shall be referred to a subsequent regular or special meeting at least seven (7) days hence for a vote thereon. If, in the meantime, a petition signed by twenty (20) electors of the town be filed with the town clerk, requesting a public hearing on said proposed ordinance, one shall be held at the meeting next following its introduction, and no action shall be taken on the ordinance until the conclusion of the hearing.</p>

Printed Name	Signature	Address	Date
HAROLD SCHOFIELD		9 ATLANTIC AVE	12/21/20
JANET A SCHOFIELD		9 Atlantic Ave	12/21/20
Emma Catanzaro		17 Atlantic Ave	12/21/20
ERIC RYAN		3 Atlantic Ave	12/21/20
CHRISTEN A. RYAN		3 Atlantic Ave	12/21/2020
<p>TWENTY-ONE (21) ELECTORS' SIGNATURES HAVE BEEN VERIFIED BY THROUGH VOTER REGISTRATION RECORDS.            ATTEST: THERESA C. DONOVAN, CMC, TOWN CLERK            DECEMBER 21, 2020</p>			

**TOWN OF NARRAGANSETT  
NOTICE OF PUBLIC HEARING**

**Public Notice** is hereby given that the Town Council of the Town of Narragansett will hold a Public Hearing in accordance with the Section 2-1-9 (a) - Ordinances of the Town Charter on the proposed amendment to Chapter 1075 of the Code of Ordinances of the Town of Narragansett, being the Fiscal Year 2021 Budget Appropriation Ordinance, on **Monday, February 1, 2021 at 8:00 PM** in the Town Council Chamber, Town Hall, 25 Fifth Avenue, Narragansett, RI 02882. **In the event this meeting is held remotely due to Governor Gina M. Raimondo's Executive Orders in effect at the time of agenda posting, information on participation via electronic or telephone connection will be included on the Town Council's agenda.**

This Public Hearing was requested by residents who filed a Petition to hold a Public Hearing on the proposed amendment entitled "AN ORDINANCE PROVIDING THAT CHAPTER 1075 OF THE CODE OF ORDINANCES OF THE TOWN OF NARRAGANSETT, RHODE ISLAND BE AMENDED BY THE ENACTMENT OF AN AMENDMENT TO THE BUDGET FOR THE TOWN OF NARRAGANSETT FISCAL YEAR BEGINNING THE 1<sup>ST</sup> DAY OF JULY 2020 AND ENDING THE 30<sup>TH</sup> DAY OF JUNE 2021."

The passage of this ordinance would increase the Unassigned Fund Balance Use by \$441,103 (revenue) and increase the General Fund Transfers – Library by \$441,103 (expenditure). If approved, this action will increase the total adopted budget from \$61,176,312 to \$61,617,415.

The proposed ordinance may be altered or amended prior to the close of the public hearing without further advertising, as a result of further study or because of the views expressed at the public hearing. Any alteration or amendment from its original form shall be presented for comment in the course of the public hearing.

The proposed ordinance will be available for public review at the Town Clerk's office January 15, 2021 through February 1, 2021 from 8:30 AM to 4:00 PM.

Individuals requesting interpreter services for the hearing impaired must call 401-782-0621 seventy-two (72) hours in advance of the meeting date.

By Order of the Town Council of the Town of Narragansett  
Theresa C. Donovan, CMC  
Town Clerk

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC:** 1  
**Amend No.**

**Date Prepared:** December 18, 2020  
**Council Meeting Date:** January 4, 2021

---

**TO:** James Tierney, Town Manager  
**FROM:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Contract Extension –Sign Poles

**RECOMMENDATION:**

That the Town Council approves the one-year contract extension for Sign Poles for the Public Works Department with Traffic Signs and Safety, Inc. at their unit costs of \$15.99 for 10' green u-channel poles and \$6.95 for 3.5' galvanized u-channel poles, under the same terms and conditions as the original contract.

**SUMMARY:**

This bid is for the purchase of u-channel sign poles in two lengths used by the Sign Shop in the Department of Public Works and will be ordered as needed. The extension period is: November 4, 2020 - November 3, 2021.

Town Council awarded the original bid on November 18, 2019.

Funding is available in the Public Works Highway Division Operating Account #0001730 50509, Roadway Maintenance and Repair.

**ATTACHMENTS:**

1. December 15, 2020 letter of extension, signed by Traffic Signs & Safety, Inc.
2. Spreadsheet showing the original bid results from October 16, 2019.

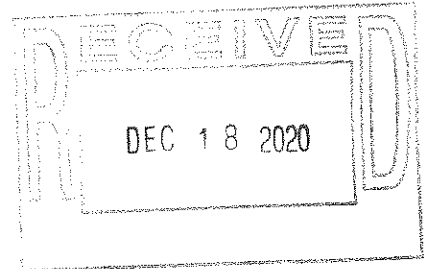


## Town of Narragansett

Finance Department • 25 Fifth Avenue • Narragansett, RI 02882-3699  
Tel. (401) 782-0644 TDD (401) 782-0610 Fax (401) 788-2555

December 15, 2020

Traffic Signs & Safety, Inc.  
Attention: Jay Coyne, Vice President  
70 Ballou Blvd.  
Bristol, RI 02809  
Em: [jayc@trafficsignsandsafety.com](mailto:jayc@trafficsignsandsafety.com)



RE: Contract Extension – Sign Poles

Dear Mr. Coyne:

The Town Council awarded the bid referenced above on November 18, 2019 for a one-year period, ending November 3, 2020. Within the contract documents, there is a provision to extend the contract term annually, at no change in the prices or the contract terms. This extension requires both your agreement and ours.

The Town of Narragansett would like to extend this contract for one additional year, for the period of November 4, 2020 – November 3, 2021, pending Town Council approval. Please indicate below with your signature as to whether you are in agreement with or would like to decline this extension. After you have indicated your choice, please return this letter to me.

Thank you for your cooperation in this matter.

Traffic Signs & Safety, Inc.  
(Company Name)

hereby agrees to an extension of the contract for the period through November 3, 2021.

[Signature]  
(Signature)  
Or

12/18/20  
(Date)

\_\_\_\_\_  
(Company Name)

hereby declines an extension of the contract for the period through November 3, 2021.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Sincerely,

[Signature]  
Susan W. Gallagher, MBA  
Purchasing Manager

SG/L21017

**Bid Opening - Wednesday, October 16, 2019 - 10:00 am**

[illegible]

B20007/SG

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC:** 2  
**Amend No.** \_\_\_\_\_

**Date Prepared:** December 8, 2020  
**Council Meeting Date:** January 4, 2021

---

**TO:** James Tierney, Town Manager  
**FROM:** Sean Corrigan, Police Chief  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Annual PowerDMS Subscription Fee (Accreditation Software)

**RECOMMENDATION:**

That the Town Council approves the annual Power DMS Document Management Subscription Fee for the Police Department from Innovative Data Solutions, Inc. d/b/a PowerDMS, Inc., in the amount of \$3,940.75.

**SUMMARY:**

Town Council approved the original purchase of the Power DMS accreditation software for the Police Department on February 3, 2014.

This product is an operational tool that provides a method for early identification of risk and proving compliance, and as a collaboration tool that includes all stakeholders for visibility and approvals. It is also a system for employee accountability through custom training, testing and credentialing as another step to assure adherence to policies. This product provides proof of compliance for accreditation management and improves task management through scheduling, alerts and reminders.

The cost of \$3,940.75 includes the annual PowerDMS.com hosted subscription fee for up to fifty-five (55) licenses for this software. The renewal period is February 28, 2021 – February 27, 2022.

Funding is available in the Police Department Operating Account, #0001511 50311, Licenses and Dues.

**ATTACHMENTS:**

1. Service order from Power DMS: Q-92532.



Service Order

Contract Details

**Account Number:** A-8788  
**Customer:** Narragansett Police Department (RI)  
**Sales Rep:** Salesforce Administrator

Order Details

**Order #:** Q-92532  
**Order Date:** 2/28/2021  
**Valid Until:** 2/28/2021  
**Subscription Start Date:** 2/28/2021  
**Subscription Term (months):** 12

Customer Contact

**Billing Contact:** Narragansett Police Department (RI)  
Sean Corrigan  
**Address:** 25 Fifth Ave  
Narragansett, RI 02882

**Billing Contact Email:** scorrigan@narragansett.ri.gov  
**Phone:** 1.40E+13  
**Fax:**

Payment Terms

**Payment Term:** Net 60 **Notes:**

**PO Number:**

Subscription Service

Item	Start Date	End Date	Qty	Type	List Price	Total
SDMS-AS	2/28/2021	2/27/2022	55	Recurring	\$71.65	\$3,940.75
Annual PowerDMS.com hosted subscription fee						
<b>TOTAL:</b>						\$3,940.75

Additional Terms and Conditions

**Payment Terms** All invoices issued hereunder are **due upon the invoice due date**. The fees set forth in this Service Order are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable.

**Terms & Conditions** Unless otherwise agreed in a written agreement between PowerDMS and Customer, this Service Order and the services to be furnished pursuant to this Service Order are subject to the terms and conditions set forth here: <http://www.powerdms.com/terms-and-conditions/>. The Effective Date (as defined in the terms and conditions) shall be the date set forth below.

Accepted and Agreed By Authorized Representative of:

**Narragansett Police Department (RI)**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**THE INFORMATION AND PRICING CONTAINED IN THIS SERVICE ORDER IS STRICTLY CONFIDENTIAL**

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 3**  
**Amend No. \_\_\_\_\_**

**Date Prepared:** December 10, 2020  
**Council Meeting Date:** January 4, 2021

---

**TO:** James Tierney, Town Manager  
**FROM:** Daniel Holland, Information Technology Manager  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Windows 10 Pro Licenses

**RECOMMENDATION:**

That the Town Council approves the purchase of additional Windows 10 Pro licenses from Zones, LLC, in the amount of \$3,933.60.

**SUMMARY:**

This purchase of thirty (30) additional Windows 10 Pro licenses will allow for the use of Win10 on VM computers for testing, upgrades as needed, and custom built computers. The licenses will be used in both the Town Hall and Public Safety.

The Town will be purchasing this service pursuant to the National Cooperative Purchasing Alliance (NCPA) contract # REG14 RFP 01-50 with Zones, LLC. Participation in this national cooperative procurement contract gives the town large buying power.

Funding is available in the Information Technology Capital Projects Account #00200130 57069, General Software.

**ATTACHMENTS:**

1. Quote K1647566 from Zones, LLC, dated 12/3/2020.



12/3/2020

**Bill To:**

TOWN OF NARRAGANSETT  
25 FIFTH AVENUE  
NARRAGANSETT, RI 02882  
Phone : (401) 789-1044

**Ship To:**

DAN HOLLAND  
TOWN OF NARRAGANSETT  
25 FIFTH AVENUE  
NARRAGANSETT, RI 02882  
USA

**Account # 0071064000**

**Quote : K1647566**  
**PO# :**

Software prices subject to change

Hardware quotes are valid for 7 business days

Memory Prices are valid for 24 hours only, call for verification

**REMIT PAYMENT TO:**  
**ZONES LLC**  
**PO Box 34740**  
**Seattle WA 98124-1740**

**PLEASE SEND PURCHASE**  
**ORDERS DIRECTLY TO YOUR**  
**ZONES LLC ACCOUNT MANAGER**  
**VIA FAX OR EMAIL**

**Phil Olsen**  
**AE**  
**Phone:253-205-3057**

Email:Phillip.Olsen@zones.com

Item #	Qty.	Mfr. Name	Description	Manufacturers Part #	Unit Price	Total
002952879-PUB	30	MICROSOFT MPSA	MPSA Windows Pro Dev UpLic LVL-D Non-Specific Government	AAA-03579	131.12	3,933.60
			NCPA REG14 RFP 01-50 CONTRACT			

ASK US ABOUT

Installation Services

On-site Technical Services and Hourly Service Rates

Remote Help Desk and Remote Network OS Support

**Sub-Total: \$3,933.60**

Estimated Sales Tax: \$0.00

Electronic Delivery: \$0.00

**Grand Total: \$3,933.60**

Visit us on the web: <http://www.zones.com>

**FINANCING, LEASING AND SUBSCRIPTION OPTIONS AVAILABLE ! CONTACT**  
**LEASING@ZONES.COM FOR MORE INFORMATION !**

**ZONES LLC**  
**1102 15th Street S.W. Suite 102**  
**Auburn, USA 98001**  
**Phone: (800) 419-9663**



**CERTIFIED**  
as an NMBC  
**MINORITY BUSINESS**  
**ENTERPRISE**  
by the NMBC

IN THE EVENT THAT YOU HAVE AN AGREEMENT ("AGREEMENT") IN PLACE WITH ZONES, LLC, THAT GOVERNS THE SALE ASSOCIATED HEREWITH, SUCH AGREEMENT SHALL GOVERN; OTHERWISE THE TERMS AND CONDITIONS OF SALE SET FORTH ON THE WEB PAGE LINKED AT [WWW.ZONES.COM/TERMSOFSALE](http://WWW.ZONES.COM/TERMSOFSALE) ("TERMS AND CONDITIONS"), SHALL GOVERN. ZONES EXPRESSLY LIMITS THE TERMS AND CONDITIONS OF THIS SALE TO SUCH AGREEMENT OR THE TERMS AND CONDITIONS, AS APPLICABLE, AND ZONES EXPRESSLY OBJECTS TO, DISCLAIMS, AND REJECTS ANY DIFFERENT OR ADDITIONAL TERMS SET FORTH IN ANY OF CUSTOMER'S DOCUMENTS OR COMMUNICATIONS. ZONES EXPRESSLY DISCLAIMS ALL EXPRESS AND IMPLIED WARRANTIES.

**WE APPRECIATE THIS OPPORTUNITY TO EARN YOUR BUSINESS, AND LOOK FORWARD TO SERVING YOU SOON! THANK YOU!**

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC:** 4  
**Amend No.**           

**Date Prepared:** December 18, 2020  
**Council Meeting Date:** January 4, 2021

---

**TO:** James Tierney, Town Manager  
**FROM:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Award of bid – Pest Control Services - Town wide

**RECOMMENDATION:**

That the Town Council awards the bid for Pest Control Services – Town wide to the lowest bidder, Falcon Pest Services, LLC, at their bid price of \$17.00 per building, per month and at the on-call service rate of \$30.00 per hour, for a two-year period.

**SUMMARY:**

This bid was for licensed qualified bidders to perform monthly pest control services at specified locations (twenty (20) Town facilities) for the duration of the contract as well as provide emergency pest control services if pests are discovered.

We first solicited bids for this service in 2017 in order to realize cost savings rather than having each department call a vendor on their own for service. We also avoid costly major infestations by having the pest control service performed monthly. This service is not for every Town facility – only twenty (20) of the ones that have experienced pest issues or that were receiving pest control services for some time. The two-year contract term is:

- Year 1: January 11, 2021 – January 10, 2022
- Year 2: January 11, 2022 – January 10, 2023.

In this contract, the Town reserves the right to remove or add any building from/to the monthly service for the duration of the contract.

Request for bids was advertised in the Narragansett Times, solicited, and posted on the Town of Narragansett and State Purchasing Division websites. Seven (7) vendors were solicited and three (3) responded. The attached spreadsheet lists the results from this solicitation.

Funding is available in the Operating Account #50507, Building Maintenance and Repair for the various departments.

**ATTACHMENTS:**

1. December 14, 2020 solicitation spreadsheet for bid opening.

Town of Narragansett, RI  
Pest Control Services - Townwide - B21009  
Purchasing Dept.

Bid Opening: Monday, December 14, 2020, 11:00 AM

Location	Vendor 1		Vendor 2		Vendor 3	
	Griggs & Browne Co., Inc.		Falcon Pest Services, LLC		Waltham Pest Services	
	Monthly \$ -YR 1	Monthly \$ -YR 2	Monthly \$ -YR 1	Monthly \$ -YR 2	Monthly \$ -YR 1	Monthly \$ -YR 2
1a. PS Bldg - Police Side	\$42.00	\$42.00	\$17.00	\$17.00	\$50.00	\$52.00
1b. PS Bldg - Fire Side	\$37.00	\$37.00	\$17.00	\$17.00	\$50.00	\$52.00
2. Fire Station #2	\$37.00	\$37.00	\$17.00	\$17.00	\$40.00	\$42.00
3. Fire Station #3	\$37.00	\$37.00	\$17.00	\$17.00	\$40.00	\$42.00
4. Port Security Bldg	\$32.00	\$32.00	\$17.00	\$17.00	\$35.00	\$37.00
5. Kinney Bungalow	\$37.00	\$37.00	\$17.00	\$17.00	\$40.00	\$42.00
6. Community Center	\$42.00	\$42.00	\$17.00	\$17.00	\$50.00	\$52.00
7. North Beach Clubhouse	\$37.00	\$37.00	\$17.00	\$17.00	\$35.00	\$37.00
8. P&R Aquatics Bldg	\$32.00	\$32.00	\$17.00	\$17.00	\$30.00	\$32.00
9. P&R Rec Center	\$37.00	\$37.00	\$17.00	\$17.00	\$30.00	\$32.00
10. P&R Admin Bldg	\$37.00	\$37.00	\$17.00	\$17.00	\$40.00	\$42.00
11. North Pavilion	\$37.00	\$37.00	\$17.00	\$17.00	\$25.00	\$27.00
12. South Pavilion	\$37.00	\$37.00	\$17.00	\$17.00	\$30.00	\$32.00
13. Library	\$42.00	\$42.00	\$17.00	\$17.00	\$45.00	\$47.00
14. Public Works	\$37.00	\$37.00	\$17.00	\$17.00	\$40.00	\$42.00
15. Towers/Chamber	\$37.00	\$37.00	\$17.00	\$17.00	\$60.00	\$62.00
16. Scarborough WWTF	\$42.00	\$42.00	\$17.00	\$17.00	\$50.00	\$52.00
17. Sprague Bridge PS	\$27.00	\$27.00	\$17.00	\$17.00	\$40.00	\$42.00
18. Seaport Village PS	\$27.00	\$27.00	\$17.00	\$17.00	\$40.00	\$42.00
19. Kinney Ave Water Tank	\$32.00	\$32.00	\$17.00	\$17.00	\$35.00	\$37.00
20. Pt Judith Water Tank	\$32.00	\$32.00	\$17.00	\$17.00	\$35.00	\$37.00
<b>TOTAL - All buildings/Mo</b>	<b>\$757.00</b>	<b>\$757.00</b>	<b>\$357.00</b>	<b>\$357.00</b>	<b>\$840.00</b>	<b>\$882.00</b>

<b>TOTAL - Yrs 1 &amp; 2/Mo Cost</b>	<b>\$1,514.00</b>		<b>\$714.00</b>		<b>\$1,722.00</b>	
On-call service rate	\$150.00	\$150.00	\$30.00	\$30.00	\$140.00	\$140.00
B21009/SG						

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 5**

**Amend No. \_\_\_\_\_**

**Date Prepared:** December 18, 2020  
**Council Meeting Date:** January 4, 2021

---

**TO:** James Tierney, Town Manager  
**FROM:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Award of bid – Tax Sale Title Search

**RECOMMENDATION:**

That the Town Council awards the bid for Tax Sale Title Search to the lowest bidder, Taft & McSally, LLP, at their quoted bid prices (\$78.00 per title exam; \$50.00 per collector's deed; and \$8.75 per postage/notice) for the 2021 tax sale.

**SUMMARY:**

This bid is for services to perform the necessary procedures as required by State Law for the 2021 tax sale to be held in June. The costs include the title exam, collectors' deeds, auctioneers' fees to hold the tax sale, and postage (certified) for mailing the required notices.

The request for bids was advertised in the Narragansett Times, solicited and posted on the Town of Narragansett and State Purchasing Division websites. Five (5) vendors were solicited and three (3) responded. The attached spreadsheet lists the results from the solicitation. The second spreadsheet shows a total cost estimate for the tax sale based on 2020 tax sale numbers.

These fees are associated with the tax sale and will be borne by the property owners.

**ATTACHMENTS:**

1. December 18, 2020 solicitation spreadsheet for bid opening
2. Total cost estimate based on 2020 tax sale figures
3. Memo from Christine Beck, Tax Collector, dated December 18, 2020.

**Bid Opening - Friday, December 18, 2020 - 11:00 am**

[illegible]

Town of Narragansett, RI  
Tax Sale Title Search, B21010  
Tax Collection  
Cost analysis, based on 2020 tax sale

Item	Estim. Qty	Vendor 1		Vendor 2		Vendor 3	
		Country Title LLC		Robinson Law, LLC		Taft & McSally LLP	
		Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1. Title Exam	160	\$85.00	\$13,600.00	\$95.00	\$15,200.00	\$78.00	\$12,480.00
2. Collector's Deeds	8	\$75.00	\$600.00	\$25.00	\$200.00	\$50.00	\$400.00
3. Auctioneers Fees	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Postage for Notices	360	\$8.00	\$2,880.00	\$8.25	\$2,970.00	\$8.75	\$3,150.00
<b>Total Expense</b>			<b>\$17,080.00</b>		<b>\$18,370.00</b>		<b>\$16,030.00</b>

**TOWN OF NARRAGANSETT**  
INTER OFFICE MEMORANDUM

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**To:** Susan Gallagher, Purchasing Agent

**From:** Christine Beck, Tax Collector

**Subject:** Tax Sale Title Search Bid

**Date:** December 18, 2020

---

I have reviewed the bids received for "Tax Sale Title Search." I recommend that the bid be awarded to the lowest bidder, Taft & McSally, LLP.

Please see the attached spreadsheet for an estimate of total costs based on 2020 numbers.

The property owners pay the costs.

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC:** 6  
**Amend No.**                     

**Date Prepared:** December 23, 2020  
**Council Meeting Date:** January 4, 2021

---

**TO:** James Tierney, Town Manager  
**FROM:** Christine Spagnoli, Finance Director  
**SUBJECT:** Real Estate Addendums and Motor Vehicle Abatements

**RECOMMENDATION:**

That the Town Council approves the list of Real Estate addendums in the amount of \$2,266.11 and the list of Motor Vehicle abatements in the amount of \$125.21.

**SUMMARY:**

These Real Estate addendums concern:

- (1) Certificate of Occupancies were issued for completion of new construction; upon inspection by the Tax Assessor, an adjustment to the total assessed values were made and proration addendum bills were added to the 2020 Real Estate Addendum tax roll.

**SUMMARY:**

These Motor Vehicle abatements concern:

- (1) Sufficient evidence was provided to the Tax Assessor's office showing documentation that a motor vehicle billed in 2013 was taxed in another jurisdiction.
- (2) A Veteran's exemption was inadvertently not credited for the full \$12,000 exemption on the 2020 tax billing. An adjustment for the full exemption was made, therefore creating an abatement of tax.

**ATTACHMENTS:**

- (1) Copy of spreadsheet for real estate addendums and motor vehicle abatements.

[illegible]

[illegible]

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC:** 7  
**Amend No.**                     

**Date Prepared:** December 11, 2020  
**Council Meeting Date:** January 4, 2021

---

**TO:** Honorable Town Council  
**FROM:** James Tierney, Town Manager  
**SUBJECT:** Waiver of Interest on Late Tax Payments

**RECOMMENDATION:**

That the Town Council approve the waiver of interest for taxpayers in accordance with Ordinance 2010-936.

**SUMMARY:**

The Town Council adopted Ordinance No. 2010-936 on September 20, 2010, that allows the waiver of interest penalties for taxpayers in certain circumstances. Under the current ordinance, taxpayers who are residents of the town and can demonstrate that they have had five years of on time tax payments are eligible to request a one-time waiver. The waiver of interest cannot exceed \$500. The ordinance authorizes the Town Council to approve the waiver of interest of taxpayers who request the waiver as far back as July 1, 2008.

The Town Council is being asked to abate the interest penalties for the following taxpayers:

Clifford & Sandra Deitch	11 Kingfisher Road	\$ 32.82
--------------------------	--------------------	----------

**ATTACHMENTS:**

1.

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC:** 8  
**Amend No.**

**Date Prepared:** December 14, 2020  
**Council Meeting Date:** January 4, 2021

---

**TO:** James R. Tierney, Town Manager  
**FROM:** Scott Partington, Fire Chief  
**SUBJECT:** Pediatric EMSC Mini Grant – Funding Award

**RECOMMENDATION:**

That the Town Council accepts a reimbursable RIDOH Pediatric EMSC Mini Grant totaling \$5,445.00 from the Rhode Island Department of Health Grant Program.

**SUMMARY:**

The Fire Department was awarded a RIDOH Pediatric Mini Grant which will provide the necessary funding for the proficient care of pediatric patients. This RIDOH award will provide for the training and manikin kits. These kits are necessary for the training given the infrequency of injured children on EMS incidents.

Grant funding is available from the Rhode Island Department of Health Grant Program.

In accordance with the RIDOH their share of this grant is 90% or \$4,950.00 of the approved total amount and the town's share of the costs is 10% or \$495.00. Town funding is from the Grant Match account.  
Account# 0827 50252, Grant Expenses.

**ATTACHMENTS:**

1. Grant award package No. 1684966.



**State Of Rhode Island  
Department of Administration  
Division of Purchases  
One Capitol Hill  
Providence, RI 02908-5860**

Standard Purchase Order  
3703900, 0

<b>V E N D O R</b>	<b>TOWN OF NARRAGANSETT DBA TOWN OF NARRAGANSETT 25 5TH AVE NARRAGANSETT, RI 02882-3612 United States</b>
----------------------------------------	---------------------------------------------------------------------------------------------------------------------------

<b>S H I P  T O</b>	<b>DOH CENTRAL MANAGEMENT THREE CAPITOL HILL, ROOM 407 SMITH ST PROVIDENCE, RI 02908 United States</b>
---------------------------------------------	------------------------------------------------------------------------------------------------------------------------

Purchase Order Number	<b>3703900</b>
Revision Number	<b>0</b>
Reference Contract Number	
PO Date	<b>08-DEC-2020</b>
Approved PO Date	<b>08-DEC-2020</b>
Buyer	- - <b>Grants, *</b>

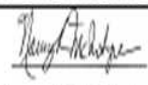
Type of Requisition	<b>GRANTS</b>
Requisition Number	<b>1684966</b>
Change Order Requisition Number	
Solicitation Number	
Freight	<b>Paid</b>
Payment Terms	<b>NET 30</b>
Vendor Number	<b>2684</b>
Requester Name	<b>Titzmann, Bethany E</b>
Work Telephone	

This Purchase Order is issued pursuant to and in accordance with the terms and conditions of the solicitation and applicable federal, state, and local law, including the State of Rhode Island's General Conditions of Purchase which are incorporated herein by reference contain specific contract terms applicable to this Purchase Order. See: <https://rules.sos.ri.gov/regulations/part/220-30-00-13>

Reference Documents: 1684966 Narrgansett.pdf

**PO DESCRIPTION: EMSC Pediatric Grant Proposal Narragansett Fire Department pediatric grant TOWN OF NARRAGANSETT**

Line	Code	Description	Quantity	Unit	Unit Price (USD)	Amount (USD)
<b>1</b>		<b>EMSC Pediatric Grant Proposal Narragansett Fire Department pediatric grant TOWN OF NARRAGANSETT</b>	<b>4950</b>	<b>Each</b>	<b>1</b>	<b>4,950.00</b>
						<b>Total: 4,950.00 (USD)</b>

<b>INVOICE TO</b>	<b>STATE PURCHASING AGENT</b>
IMMEDIATE VENDOR ACTION REQUIRED: Paperless Invoicing is now required. Vendors who do not currently invoice electronically must comply. Get Instructions at : <a href="http://controller.admin.ri.gov/documents/Communications/Vendor%20Information/Paperless%20Invoicing%20Initiative_09-01-2020.pdf">http://controller.admin.ri.gov/documents/Communications/Vendor%20Information/Paperless%20Invoicing%20Initiative_09-01-2020.pdf</a>	 <b>Nancy R. McIntyre</b>
<b>REGISTRATION REQUIREMENTS</b>	
IMMEDIATE VENDOR ACTION REQUIRED: ALL vendors with an existing Purchase Order must be registered in OCEAN STATE PROCURES(OSP). Get Instructions at : <a href="https://www.ridop.ri.gov/osp/osp-vendor-registration.php">https://www.ridop.ri.gov/osp/osp-vendor-registration.php</a>	

## Rhode Island Dept of Health

**PURCHASE ORDER FORM (YELLOW)**

FOR ORDERS RANGING FROM \$500 - \$5000 & Attach 3 quotes (unless MPA/APA purchase). THIS REQUEST WILL NOT BE PROCESSED WITHOUT KEY ADMINISTRATORS SIGNATURE. DO NOT PLACE ORDERS UNTIL APPROVAL IS RECEIVED & PURCHASE ORDER IS GIVEN TO YOU.

**VENDOR INFO**Date: 11/13/2020

To: Town of Narragansett

Attention: Narragansett Fire Department

Address: 25 Fifth Ave, Narragansett, RI 02882

EIN: 05-6000251

		COST	
Quantity	Description	Unit	
1	EMSC Pediatric Grant Proposal	\$4950	\$4950
Total Cost			<u>\$4950</u>

Reason for Order: To fund Narragansett Fire Department for their attached pediatric grant proposal.Contact Person for this order: Carolina Roberts-Santana Signature: Carolina Roberts SantanaPhone Number: 401-487-7570Ship to Division / Room #: Online Distribution Fiscal Year: 21ACCOUNT NUMBER: 21.10.075.2187114.02.00000 654130

Legacy Account number: \_\_\_\_\_ Cost Center: \_\_\_\_\_

Christine Goulette 11.17.2020 Timothy Walker 11/18/20

MGMT SVCS: Auth. Agent / Date Division Approval (Division's Discretion) Administrator Signature



**Rhode Island Department of Health**

Three Capitol Hill

Providence, RI 02908-5097

[www.health.ri.gov](http://www.health.ri.gov)

## Memo

To: Lori Zelano  
Chief Financial Officer

From: Carolina Roberts-Santana  
Deputy Chief of EMS  
Center for Emergency Medical Services

Date: November 13, 2020

Subject: EMS for Children Pediatric Mini Grants

---

Pediatric continuing education are vitally important for maintaining skills and are considered an effective remedy for skill atrophy. These courses are typically required only every two years. More frequent practice of skills using different methods of skill ascertainment are necessary for EMS providers to ensure their readiness to care for pediatric patients when faced with these infrequent encounters. Demonstrating skills using EMS equipment is best done in the field on actual patients, but in the case of pediatric patients, this can be difficult given how infrequently EMS providers see seriously ill or injured children. Other methods for assessing skills include simulation, case scenarios and skill stations.

EMS agencies were invited to apply for up to \$4950 to support projects that promote a process that requires EMS providers to physically demonstrate the correct use of pediatric specific equipment and pediatric education. The applications were due October 30 and were independently reviewed by three reviewers (EMS State Director, EMSC Medical Director and EMSC Program Manager). A rubric was used, and other factors were taken into consideration including number of pediatric calls in a year and 911 status. There were 16 grants approved for funding.

The Rhode Island Department of Health's Center for Emergency Medical Services requests approval to disburse **\$4950** to Narragansett Fire Department to purchase equipment for in-house pediatric training.

Attached are documents documenting the information above. Thank you for your consideration of this request.

**BUDGET**  
**RI EMSC Mini Grant Funding**  
**Narragansett Fire Department**  
**December 1, 2020 – March 31, 2020**

The Contractor estimates that the budget for allowable expenses for work to be performed under this Agreement is as follows:

<b>Expense Category</b>	<b>Approved Budget Time Period</b>
1. Personnel	\$0
2. Printing and Copying	\$0
3. Supplies	\$4950.00
4. Education/Resource Materials	\$0
5. Other (listed separately)	
	\$0
<b>Sub-Total</b>	<b>\$4950</b>
In-Kind Match (10%)	\$495
<b>Funding Total</b>	<b>\$5445</b>
<b>Grant Request Amount</b>	<b>\$4950</b>

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual variations shall not in themselves be cause for disallowance of reimbursement by RIDOH; provided, however, that the Contractor shall notify and obtain the approval of the contract officer, in writing, if expenditures to be claimed for reimbursement in any line item above shall begin to vary significantly from the estimate given above; and provided further, that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDOH under this Agreement if such expenditure shall have been incurred in a line item category not listed above. All transfer of funds between budget line items require prior written approval by RIDOH.

**ADDENDUM IIa**  
Budget Narrative  
**RI EMSC Mini Grant Funding**  
**Narragansett Fire Department**  
December 1, 2020 – March 31, 2020

<b>Budget Item</b>	<b>Cost</b>
<b>PERSONNEL</b>	<b>\$0</b>
<b>PRINTING AND COPYING</b>	<b>\$0</b>
<b>SUPPLIES</b>	<b>\$4950</b>
To purchase the equipment listed below:	
• Nasco international: Life / Form Deluxe Complete Infant Crisis \$2,839.99	
• 2- Life / Form Replacement Infant Bone kits \$152.85 ( \$305.70 total)	
• 2- Life / Form Replacement Leg Skin \$ 99.50 (\$199.00)	
• AHA PALS 2	
<b>EDUCATION / RESOURCE MATERIAS</b>	<b>\$0</b>
<b>OTHER</b>	<b>\$0</b>
<b>SUBTOTAL</b>	<b>\$4950</b>
<b>MATCH</b>	<b>\$495</b>
10% match	
<b>PROJECT TOTAL</b>	<b>\$5445</b>
<b>TOTAL AWARD</b>	<b>\$4950</b>

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 9**  
**Amend No. \_\_\_\_\_**

**Date Prepared:** December 18, 2020  
**Council Meeting Date:** January 4, 2021

---

**TO:** James Tierney, Town Manager  
**FROM:** Michael DiCicco, Director of Public Works  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Rental of Message Boards Due to Covid-19

**RECOMMENDATION:**

That the Town Council approves, ratifies and confirms the rental of five (5) message boards due to Covid-19 from ATS Equipment Inc. utilizing the Rhode Island Master Price Agreement (MPA), in the total amount of \$14,375.00.

**SUMMARY:**

As part of the Covid-19 pandemic, it was necessary to rent five (5) message boards used throughout town to alert the public of a mandatory fourteen (14) day quarantine upon arrival to the Town of Narragansett, limits to the amount of people at gatherings and the outdoor water ban. These boards were rented from July through November 2020.

The Town Manager approved the emergency rentals and purchase orders were issued on a monthly basis to cover the expense. The Town rented this equipment under the State of Rhode Island Master Price Agreement (MPA) #91 that is administered and competitively bid by the Rhode Island State Purchasing Office.

Funding was available in the Public Works Highway Division Account #0001730 50209, Rentals and Leases. Costs may be reimbursed as part of the Covid-19 expenditures.

**ATTACHMENTS:**

1. Purchase orders (July – November) for ATS Equipment Inc.



ORIGINAL

# Purchase Order

Fiscal Year 2021 Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKAGES AND SHIPPING PAPERS.

Purchase Order # **20210309-00**

Delivery must be made within  
doors of specified destination.

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TOWN OF NARRAGANSETT  
ATTENTION: ACCOUNTS PAYABLE  
25 FIFTH AVENUE  
NARRAGANSETT, RI 02882

Questions? Call Purchasing (401) 782-0644

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ATS Equipment, Inc.  
33 Locust Street  
Boston MA 02125

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Public Works  
260 Westmoreland Street  
Narragansett RI 02882

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference		
617-825-3600		617-825-1073	21000375	COVID-19 2020		
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location	
07/17/2020	6902				Public Works	
Item#	Description/Part No.		Qty	UOM	Unit Price	Extended Price
	The Above Purchase Order Number Must Appear On All Correspondence - Packing Slips And Bills Of Lading					
1	Message Boards rental for COVID-19 information. 1 month rental (\$575/each), to start. Requested by the Chief of Police.		5.0	EACH	\$575.000	\$2,875.00
	Month of July 2020					

By Quon W. Gallagher  
Purchasing Manager

VENDOR COPY

Total Ext. Price \$2,875.00  
PO Total \$2,875.00



ORIGINAL

## Purchase Order

Fiscal Year 2021

Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKAGES AND SHIPPING PAPERS.

Purchase Order # 20210661-00

Delivery must be made within  
doors of specified destination.B  
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OTOWN OF NARRAGANSETT  
ATTENTION: ACCOUNTS PAYABLE  
25 FIFTH AVENUE  
NARRAGANSETT, RI 02882

Questions? Call Purchasing (401) 782-0644

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RATS Equipment, Inc.  
33 Locust Street  
Boston MA 02125S  
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OPublic Works  
260 Westmoreland Street  
Narragansett RI 02882

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference		
617-825-3600		617-825-1073	21000740	COVID-19 2020		
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location	
08/07/2020	6902				Public Works	
Item#	Description/Part No.		Qty	UOM	Unit Price	Extended Price
	The Above Purchase Order Number Must Appear On All Correspondence - Packing Slips And Bills Of Lading					
1	Message Boards rental for COVID-19 information for the month of August. Requested by the Chief of Police.		5.0	EACH	\$575.000	\$2,875.00

By

  
Purchasing Manager

VENDOR COPY

Total Ext. Price  
PO Total\$2,875.00  
\$2,875.00



ORIGINAL

## Purchase Order

Fiscal Year 2021

Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKAGES AND SHIPPING PAPERS.

Purchase Order # 20211058-00

Delivery must be made within  
doors of specified destination.B  
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OTOWN OF NARRAGANSETT  
ATTENTION: ACCOUNTS PAYABLE  
25 FIFTH AVENUE  
NARRAGANSETT, RI 02882

Questions? Call Purchasing (401) 782-0644

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RATS Equipment, Inc.  
33 Locust Street  
Boston MA 02125S  
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OPublic Works  
260 Westmoreland Street  
Narragansett RI 02882

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference		
617-825-3600		617-825-1073	21001185	COVID-19 2020		
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location	
09/02/2020	6902				Public Works	
Item#	Description/Part No.		Qty	UOM	Unit Price	Extended Price
	The Above Purchase Order Number Must Appear On All Correspondence - Packing Slips And Bills Of Lading					
1	Message Boards rental for COVID-19 information for the month of <del>August</del> Requested by the Chief of Police. <b>September</b>		5.0	EACH	\$575.000	\$2,875.00

By

  
Purchasing Manager

VENDOR COPY

Total Ext. Price \$2,875.00  
PO Total \$2,875.00



ORIGINAL

## Purchase Order

Fiscal Year 2021

Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKAGES AND SHIPPING PAPERS.

Purchase Order # 20211728-00

Delivery must be made within  
doors of specified destination.B  
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OTOWN OF NARRAGANSETT  
ATTENTION: ACCOUNTS PAYABLE  
25 FIFTH AVENUE  
NARRAGANSETT, RI 02882

Questions? Call Purchasing (401) 782-0644

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Boston MA 02125S  
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OPublic Works  
260 Westmoreland Street  
Narragansett RI 02882

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference		
617-825-3600		617-825-1073	21001904	COVID-19 2020		
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location	
10/23/2020	6902				Public Works	
Item#	Description/Part No.		Qty	UOM	Unit Price	Extended Price
	The Above Purchase Order Number Must Appear On All Correspondence - Packing Slips And Bills Of Lading					
1	Message Boards rental for COVID-19 information for the month of <u>October</u> . Requested by the Chief of Police.		5.0	EACH	\$575.000	\$2,875.00

By

  
Purchasing Manager

VENDOR COPY

Total Ext. Price  
PO Total\$2,875.00  
\$2,875.00



ORIGINAL

## Purchase Order

Fiscal Year 2021

Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKAGES AND SHIPPING PAPERS.

Purchase Order # 20212009-00

Delivery must be made within  
doors of specified destination.B  
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OTOWN OF NARRAGANSETT  
ATTENTION: ACCOUNTS PAYABLE  
25 FIFTH AVENUE  
NARRAGANSETT, RI 02882

Questions? Call Purchasing (401) 782-0644

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RATS Equipment, Inc.  
33 Locust Street  
Boston MA 02125S  
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OPublic Works  
260 Westmoreland Street  
Narragansett RI 02882

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference		
617-825-3600		617-825-1073	21002202	COVID-19 2020		
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location	
11/13/2020	6902				Public Works	
Item#	Description/Part No.		Qty	UOM	Unit Price	Extended Price
	The Above Purchase Order Number Must Appear On All Correspondence - Packing Slips And Bills Of Lading					
1	Message Boards rental for COVID-19 information for the month of November. Requested by the Chief of Police.		5.0	EACH	\$575.000	\$2,875.00

By

  
Purchasing Manager

VENDOR COPY

Total Ext. Price  
PO Total\$2,875.00  
\$2,875.00

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC:** 10  
**Amend No.** \_\_\_\_\_

**Date Prepared:** December 18, 2020  
**Council Meeting Date:** January 4, 2021

---

**TO:** James Tierney, Town Manager  
**FROM:** Michael DiCicco, Director of Public Works  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Purchase of Wanco "Metro" Message Board for Public Works

**RECOMMENDATION:**

That the Town Council approves the purchase of one (1) new Wanco "Metro" Message Board from ATS Equipment Inc. utilizing the State of Rhode Island Master Price Agreement (MPA), in the amount of \$12,900.00.

**SUMMARY:**

As part of the Department of Public Work's vehicle and equipment multi-year replacement program, the entire fleet of vehicles and equipment is regularly reviewed and updated after taking into consideration current needs and serviceability. Funding for the Wanco "Metro" Message Board was requested by the department and approved by the Town Council in the FY2021 Capital Improvement Budget.

This trailer mounted message board will be utilized by the Highway Division to be more productive and efficient with notification of construction, public events and other public notifications i.e. pandemics, natural disasters.

The Town will be purchasing this equipment under the State of RI Master Price Agreement (MPA) #91 that is competitively bid, administered, and awarded by the State of Rhode Island Purchasing Office.

Funding is available in the Public Works Capital Projects Account #00200710 57520, Equipment Replacement.

**ATTACHMENTS:**

1. Quote from ATS Equipment Inc. dated 12/18/20.



51 FALL RIVER AVENUE  
REHOBOTH, MA 02769  
508-379-6200

Page: 1

**Remit To:**

33 LOCUST STREET  
BOSTON, MA 02125

508-379-6200

**Job Site:**

TOWN OF NARRAGANSETT  
PUBLIC WORKS DEPT.  
260 WESTMORELAND STREET  
NARRAGANSETT, RI 02882-3699  
C#: 401-789-1044 J#: 401-789-10

**Customer: 2934**

TOWN OF NARRAGANSETT  
HIGHWAY DEPARTMENT  
25 FIFTH AVENUE  
NARRAGANSETT, RI 02882-3699

**EQUIPMENT SALE QUOTE**

Invoice #... 456224  
Invoice date 11/18/20

Quote date.. 12/18/20 14:17  
Job Loc..... PUBLIC WORKS  
Job No..... 17000739  
P.O. #.....  
Ordered By.. MIKE  
Terms..... Net 30 Days

Written by.. JIM MORSE

Qty	Equipment #		Price	Amount
1	6633-8328	CC: 068-6633	12900.00	12900.00
	MESSAGE BOARD "METRO"			
	Make: WANCO	Model: WVTMM-METRO	Serial #: 3948	
Sub-total:				12900.00
Total:				12900.00

Visit Our Website at [www.atsequipment.com](http://www.atsequipment.com)

IF THE EQUIPMENT DOES NOT WORK  
PROPERLY, NOTIFY THE OFFICE AT ONCE

MULTIPLE SHIFTS OR  
OVERTIME RATES APPLY

CUSTOMER IS RESPONSIBLE FOR  
REFUELING, DAMAGES OR REPAIRS

1. THIS CONTRACT IS SUBJECT TO ALL THE TERMS AND CONDITIONS PRINTED ON THE REVERSE SIDE AND THE CONTRACT SHALL BE BINDING AND IN FULL FORCE AND EFFECT FROM THE TIME THAT THE LESSOR'S EQUIPMENT IS ACCEPTED BY THE LESSEE. I ACKNOWLEDGE THAT I AM AN OFFICER, EMPLOYEE OR AUTHORIZED AGENT OF THE LESSEE.
2. I UNDERSTAND, AGREE TO AND ACCEPT THE TERMS OF THIS RENTAL AND/OR SALES CONTRACT. I ACKNOWLEDGE RECEIPT OF THE ABOVE EQUIPMENT IN GOOD WORKING ORDER AND CONDITION.

X

CUSTOMER SIGNATURE

DATE

NAME PRINTED

FOR ATS

Email Us at [info@atsequipment.com](mailto:info@atsequipment.com)

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 11**  
**Amend No.**

**Date Prepared:** December 10, 2020  
**Council Meeting Date:** January 4, 2021

---

**TO:** James Tierney, Town Manager  
**FROM:** Daniel Holland, Information Technology Manager  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Email Filtering Service

**RECOMMENDATION:**

That the Town Council approves the Renewal of the Email Filtering Service from Zones, LLC in the amount of \$16,342.89.

**SUMMARY:**

This request is to renew the Town's Email Filtering Service with Mimecast Email Security and Archiving for one year.

Mimecast is one of several layers of security between our users and email in general, filtering out, spam, malware, and phishing emails to name a few. Mimecast is also our email archiver providing storage of every email sent and received. The service period is for one year: January 2021 to January 2022.

The Town will be purchasing this service pursuant to the National Cooperative Purchasing Alliance (NCPA) contract # REG14 RFP 01-50 with Zones, LLC. Participation in this national cooperative procurement contract gives the town large buying power.

Funding is available in the Information Technology Operating Account #0001350 50311, Licenses and Dues.

**ATTACHMENTS:**

1. Quote K1631764 from Zones, LLC, dated 11/6/2020.



11/6/2020

**Bill To:**  
TOWN OF NARRAGANSETT  
25 FIFTH AVENUE  
NARRAGANSETT, RI 02882  
Phone : (401) 789-1044

**Ship To:**  
DAN HOLLAND  
TOWN OF NARRAGANSETT  
25 FIFTH AVENUE  
NARRAGANSETT, RI 02882  
USA

**Account # 0071064000**  
**Quote : K1631764**  
**PO# :**

Software prices subject to change  
Hardware quotes are valid for 7 business days  
Memory Prices are valid for 24 hours only, call for verification

**REMIT PAYMENT TO:**  
ZONES LLC  
PO Box 34740  
Seattle WA 98124-1740

**PLEASE SEND PURCHASE  
ORDERS DIRECTLY TO YOUR  
ZONES LLC ACCOUNT MANAGER  
VIA FAX OR EMAIL**

**Phil Olsen**  
**AE**  
**Phone: 253-205-3057**

Email: Phillip.Olsen@zones.com

Item #	Qty.	Mfr. Name	Description	Manufacturers Part #	Unit Price	Total
O 00162805 SPO N	250	ZONES INC (ITD)	Mimecast M3RA- 1 year- M_M3RA_250_A	O 00162805 SPO	61.31	15,327.50
O 00162805 SPO N	1	ZONES INC (ITD)	LCS - Silver- M_LCS_SL_A	O 00162805 SPO	1015.39	1,015.39
			Mimecast Renewal Expiring 1/12/2021 NCPA REG14 RFP 01-50 CONTRACT			

ASK US ABOUT

Installation Services

On-site Technical Services and Hourly Service Rates

Remote Help Desk and Remote Network OS Support

**Sub-Total: \$16,342.89**

Estimated Sales Tax: \$0.00

FedEx Ground: \$0.00

**Grand Total: \$16,342.89**

Visit us on the web: <http://www.zones.com>

**FINANCING, LEASING AND SUBSCRIPTION OPTIONS AVAILABLE ! CONTACT  
LEASING@ZONES.COM FOR MORE INFORMATION !**

**ZONES LLC**  
1102 15th Street S.W. Suite 102  
Auburn, USA 98001  
Phone: (800) 419-9663



**CERTIFIED**  
as an NMBC  
**MINORITY BUSINESS  
ENTERPRISE**  
by the NMSCD

IN THE EVENT THAT YOU HAVE AN AGREEMENT ("AGREEMENT") IN PLACE WITH ZONES, LLC, THAT GOVERNS THE SALE ASSOCIATED HEREWITH, SUCH AGREEMENT SHALL GOVERN; OTHERWISE THE TERMS AND CONDITIONS OF SALE SET FORTH ON THE WEB PAGE LINKED AT [WWW.ZONES.COM/TERMSOFSALE](http://WWW.ZONES.COM/TERMSOFSALE) ("TERMS AND CONDITIONS"), SHALL GOVERN. ZONES EXPRESSLY LIMITS THE TERMS AND CONDITIONS OF THIS SALE TO SUCH AGREEMENT OR THE TERMS AND CONDITIONS, AS APPLICABLE, AND ZONES EXPRESSLY OBJECTS TO, DISCLAIMS, AND REJECTS ANY DIFFERENT OR ADDITIONAL TERMS SET FORTH IN ANY OF CUSTOMER'S DOCUMENTS OR COMMUNICATIONS. ZONES EXPRESSLY DISCLAIMS ALL EXPRESS AND IMPLIED WARRANTIES.

**WE APPRECIATE THIS OPPORTUNITY TO EARN YOUR BUSINESS, AND LOOK FORWARD TO SERVING YOU SOON! THANK YOU!**

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 12**  
**Amend No. \_\_\_\_\_**

**Date Prepared:** December 10, 2020  
**Council Meeting Date:** January 4, 2021

---

**TO:** James Tierney, Town Manager  
**FROM:** Daniel Holland, Information Technology Manager  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** ViewPoint/OpenGov Services

**RECOMMENDATION:**

That the Town Council approves the renewal of the ViewPoint/OpenGov Application Services with OpenGov, Inc. (ViewPoint Government Solutions, Inc.) in the amount of \$17,764.00.

**SUMMARY:**

This agreement covers hosting, updates, license fee, and support for the Towns' ViewPoint services. The renewal period is: November 1, 2020 – October 31, 2021.

The Town uses ViewPoint for several items, including electrical, mechanical, and solar permits for Building; smoke/company inspections for Fire Department; and office, alcohol, general business, and mobile food establishment licenses for the Clerk's Office.

This service was purchased using the State of RI Bid RFP# 7548519.

Since OpenGov (ViewPoint Government Services, Inc.) is the only company that can provide this service, in accordance with the Town of Narragansett Code of Ordinances, Section 70-326 and Rhode Island General Laws, Chapter 55, Section 45-55-8, I, the Purchasing Manager, have determined this to be a sole source item.

Funding is available in the following operating accounts:  
Building Inspection #00011440 50320, PC Software  
Fire Department #0001521 50320, PC Software  
Clerk's Office #0001205 50202, Contracted Services.

**ATTACHMENTS:**

1. Invoice from OpenGov, Inc., dated 10/13/2020.



# INVOICE

## OpenGov, Inc.

955 Charter Street  
Redwood City, CA 94063

INVOICE #: INV-005356  
DATE: 10/13/2020

**BILL TO:** Town of Narragansett, RI  
25 Fifth Avenue  
Narragansett, Rhode Island 2882

**SHIP TO:** Town of Narragansett, RI  
25 Fifth Avenue  
Narragansett, Rhode Island 2882

PO #	TERMS	DUE DATE
	Net 30	11/12/2020

ITEM #	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
OG-SWCQ-B6080M-AR-1Y	MAT / Assessor System - Between \$60-80 Million - 1Y Start Date:11/01/2020 End Date:10/31/2021	Each	1	\$2,400.00	\$2,400.00
OG-SWCJ-B6080M-AR-1Y	Permitting, Licensing and Code Enforcement – Level 1 - Between \$60-80 Million - 1Y Start Date:11/01/2020 End Date:10/31/2021	Each	1	\$1,840.00	\$1,840.00
OG-SWCP-B6080M-AR-1Y	Permitting, Licensing and Code Enforcement – Level 7 - Between \$60-80 Million - 1Y Start Date:11/01/2020 End Date:10/31/2021	Each	1	\$13,524.00	\$13,524.00
				<b>SUBTOTAL</b>	<b>\$17,764.00</b> USD
				<b>Sales Tax</b>	<b>\$0.00</b> USD
				<b>TOTAL</b>	<b>\$17,764.00</b> USD

Questions? Please contact us at [billing@opengov.com](mailto:billing@opengov.com).

### OpenGov Payment Information:

Remit to Address:  
OpenGov, Inc.  
955 Charter Street  
Redwood City, CA 94063

ACH Information:  
Beneficiary: OpenGov, Inc  
Bank: Silicon Valley Bank  
Routing # 121140399  
Account # 3300951961

Thank you for your business.  
Please remit to above address.

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 13**  
**Amend No. \_\_\_\_\_**

**Date Prepared:** December 16, 2020  
**Council Meeting Date:** January 4, 2021

---

**TO:** James R. Tierney, Town Manager  
**FROM:** Jonathan Gerhard, P.E., Town Engineer  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Wastewater Division - Emergency Sewer Repairs

**RECOMMENDATION:**

That the Town Council approves, ratifies and confirms the emergency repairs to the Wastewater Division sewer at State Street and Great Island Road, completed by R.P. Iannuccillo & Sons Construction Co. in the amount of \$55,750.00.

**SUMMARY:**

The Wastewater Department responded to reports of sewer backup at State Street in Galilee on June 23, 2020 and found sand/grit in the system, which is indication of a possible break/collapse in the sewer line running from State Street across Great Island Road. Operating personnel pumped down the backup and manholes to determine if the pipe was damaged or if the blockage could be cleared. Wastewater personnel were not able to clear the sewer line and we needed to contract emergency repairs.

George Sherman Sand & Gravel, Co., Inc., our Miscellaneous Repair and Construction contractor for utility and general site work was not able to provide the emergency repairs necessary for this sewer line. Wastewater staff contacted other utility contractors and obtained two quotes to perform the necessary work. R.P. Iannuccillo and Sons Construction Co. provided the attached proposal for \$55,750 to complete the work and was available to start immediately on the emergency sewer repairs. The other proposal was obtained from Cardi Corporation in the amount of \$69,976.00 and was also available to begin immediately. The Town Manager authorized this work to proceed based on the R.P. Iannuccillo proposal at that time under emergency purchasing guidelines in order to restore service as quickly as possible due to the public health concerns. R.P. Iannuccillo completed the repairs and the sewer line was returned to operation on June 30, 2020. Temporary pavement repairs have put in place and permanent pavement repairs will be completed at a later date.

Funding was available in the Wastewater Enterprise Fund Operating Account #0032 50503, Service Main Repairs.

**ATTACHMENTS:**

1. R.P. Iannuccillo & Sons Construction Co. Proposal # 20200608 and accompanying purchase order # 20205386.

# **R.P. Iannuccillo & Sons Construction Co.**

70 Calverly Street, Providence, RI 02904  
Phone: (401) 351-8877 Fax: (401) 351-5884

## **Proposal # 20200608**

24 June 2020

Town of Narragansett  
Wastewater Division  
25 Fifth Avenue  
Narragansett, RI 02882

**Attn: Scott Goodinson, Wastewater Superintendent**

**Re:** Galilee Sewer Line Repair  
Great Island Road/State Street, Narragansett, RI

**Engineer:** Town Of Narragansett Wastewater Division

**Plans:** As-Builts & Misc data by Narragansett, RI

**Specifications:** N/A

**Site Inspection:** 24 June 2020

**Price:** \$ 55,750.00 Lump Sum

### **Includes:**

1. Mobilization & Demobilization
2. Dig safes
3. Traffic Control (Barrels/cones/signs/road plates)
4. Traffic Control officer
5. Support of Excavation & Trench boxes).
6. Dewatering, sumps & Bypass pumping (Manhole to Manhole only with 3" Trash Pump
7. Removal of existing 8" Transite Cement pipe & replace with 8" PVC SDR 35 pipe.
8. Tie INS @ existing manholes (12" off outside face) with 8" Fernco couplings
9. Backfill & compaction.
10. Temporary Asphalt Paving @ 4" Thick
11. Permanent Asphalt Repair @ 6" thick

### **Excludes:**

1. Hazardous material/waste removal, handling or testing.
2. Soil Testing/ Compaction Testing/Pipe testing.
3. Pipe Obstructions.
4. Rock/Ledge Removal.
5. Unforeseen Obstructions/ Utility Conflicts.

6. Trench Patching only- No milling ,overlay, infrared & striping
7. Concrete roadbase removal & restoration
8. Overtime.
9. Performance and Payment Bonds

**Notes:**

1. Due to limited subsurface information it is assumed that dewatering & repairs can be accomplished with local area sumps, trash pumps & trench boxes. No provisions have been made for engineered dewatering or support of excavation (sheeting/sliderail) systems.

**Schedule:** Can begin after appropriate Emergency Dig Safe Notification

**Insurance:** Standard RPI Policy

**Payment:** Per contract terms

Regards,

***Brian G. Iannuccillo***

Brian G. Iannuccillo  
Vice President

5



REPRINT

# Purchase Order

Fiscal Year 2020 Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **20205386-00**

Delivery must be made within doors of specified destination.

**BILL TO**

TOWN OF NARRAGANSETT  
ATTENTION: ACCOUNTS PAYABLE  
25 FIFTH AVENUE  
NARRAGANSETT, RI 02882

**VENDOR**

RP Iannuccillo & Sons Construction Company  
70 Calverly Street  
Providence RI 02908

**SHIP TO**

Wastewater Plant  
990 Ocean Road  
Narragansett RI 02882

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference		
			20005861	State Street & Great Island Rd		
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location	
06/25/2020	2838				Wastewater Division	
Item#	Description/Part No.		Qty	UOM	Unit Price	Extended Price
	Emergency Sewer Repair State S					
	The Above Purchase Order Number Must Appear On All Correspondence - Packing Slips And Bills Of Lading					
1	Emergency 8" Sewer Line Repair Great Island Road & State Street. Includes Traffic Control, Temporary Patch and Permanent Patches per attached proposal. <b>0032 - 50503</b> <b>\$55,750.00</b>		55750.0	DLLR	\$1.000	\$55,750.00
	TM approved to proceed with the emergency repair and then Approve, Ratify and Confirm with TC at later date. See attached approval 6-25-20 Department to arrange for service(s).					

By Quon W. Gallagher  
Purchasing Manager

ACCOUNTING COPY

Total Ext. Price \$55,750.00  
**PO Total \$55,750.00**

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 14**  
**Amend No. \_\_\_\_\_**

**Date Prepared:** December 16, 2020  
**Council Meeting Date:** January 4, 2021

---

**TO:** James Tierney, Town Manager

**FROM:** Susan W. Gallagher, Purchasing Manager

**SUBJECT:** Contract Extension – Miscellaneous Repair & Construction for the Water Division, Wastewater Division and Public Works Department

**RECOMMENDATION:**

That the Town Council approves the contract extension for Miscellaneous Repair and Construction for the Water Division, Wastewater Division, and Public Works Department for a one-year period with George Sherman Sand & Gravel Company, Inc. at their quoted prices and rates, under the same terms and conditions as the previous year.

**SUMMARY:**

This miscellaneous repair contract is mostly used by the Water Division, Wastewater Division, and Public Works Department for emergency and programmed utility, road, and site work projects. This contract includes rates for labor, equipment use, and materials. George Sherman Sand & Gravel Company, Inc. has held this contract for many years, and the departments are satisfied with their pricing and performance. The extension period for this contract is: December 19, 2020 – December 18, 2021.

Town Council approved the last bid extension on January 6, 2020. At the time of the solicitation, George Sherman was the only bidder to respond.

Funding is available in the appropriate department's operating or capital projects account.

**ATTACHMENTS:**

1. December 10, 2020 letter of extension, signed by George Sherman Sand Gravel Co.
2. Spreadsheet showing the original bid results from November 15, 2017.

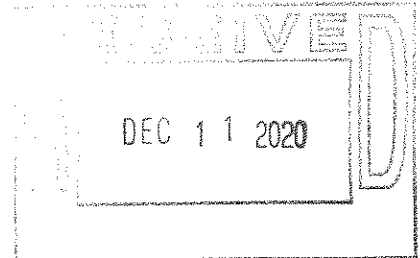


## Town of Narragansett

Finance Department • 25 Fifth Avenue • Narragansett, RI 02882-3699  
Tel. (401) 782-0644 TDD (401) 782-0610 Fax (401) 788-2555

December 10, 2020

George Sherman Sand & Gravel Company, Inc.  
Attention: Deborah Sherman Quigley, President  
881 Curtis Corner Road  
Wakefield, RI 02879



RE: Contract Extension – Miscellaneous Repair & Construction for Water, Wastewater, and Public Works

Dear Deb:

The Town Council approved the last extension for the referenced bid on January 6, 2020 for the period ending December 18, 2020. Within the contract documents, there is a provision to extend the contract time annually, at no change in the prices or the contract terms. This extension requires both your agreement and ours.

The Town of Narragansett would like to extend this contract for one additional year, for the period of December 19, 2020 – December 18, 2021, pending Town Council approval. Please indicate below with your signature as to whether you are in agreement with or would like to decline this extension. After you have indicated your choice, please return this letter to me.

Thank you for your cooperation in this matter.

George Sherman Sand & Gravel Co.  
(Company Name)

hereby agrees to an extension of the contract for the period through December 18, 2021.

[Signature]  
(Signature)

12-10-20  
(Date)

Or

\_\_\_\_\_  
(Company Name)

hereby declines an extension of the contract for the period through December 18, 2021.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Sincerely,

[Signature]  
Susan W. Gallagher, MBA  
Purchasing Manager

SG/L21015

Town of Narragansett, RI  
Miscellaneous Repair and Construction: Water/WW/PW, B18008  
Engineering Department  
Bid Opening - Wednesday, November 15, 2017 - 11:00 am

Item	Estimated Quantity	Vendor 1		Vendor 2	
		George Sherman Sand & Gravel Co., Inc.			
		Unit Cost	Exten. Cost	Unit Cost	Exten. Cost
1. Construction Labor:		-----			
1A. Laborer	100 Mhrs	\$70.00	\$7,000.00		
1B. Foreman	100 Mhrs	\$125.00	\$12,500.00		
1C. Equipment Operator	100 Mhrs	\$80.00	\$8,000.00		
1D. Truck Driver	100 Mhrs	\$70.00	\$7,000.00		
1E. Certified Flagger	100 Mhrs	\$90.00	\$9,000.00		
Subtotal:			\$43,500.00		
2. Construction Materials:		-----			
2A. 3/4" crushed stone	200 Cy	\$30.00	\$6,000.00		
2B. Common borrow	500 Cy	\$15.00	\$7,500.00		
2C. Bank run gravel	500 Cy	\$15.00	\$7,500.00		
2D. Processed gravel	500 Cy	\$20.00	\$10,000.00		
2E. Screened loam 4"	100 Sy	\$4.00	\$400.00		
2F. Temp. asphalt patch	300 Sy	\$25.00	\$7,500.00		
2G. Perm. Asphalt patch	300 Sy	\$50.00	\$15,000.00		
2H. Batch-mixed concrete	50 Cy	\$195.00	\$9,750.00		
Subtotal:			\$63,650.00		
3. Construction Equipment:		-----			
3A. Backhoe/loader	100 Hrs	\$40.00	\$4,000.00		
3B. Excavator	100 Hrs	\$85.00	\$8,500.00		
3C. Dump Truck	100 Hrs	\$40.00	\$4,000.00		
3D. Pick-up truck	100 Hrs	\$10.00	\$1,000.00		
3E. Utility truck	100 Hrs	\$10.00	\$1,000.00		
3F. Air compressor	100 Hrs	\$30.00	\$3,000.00		
3G. Trash pump	100 Hrs	\$78.00	\$7,800.00		
3H. Pavement saw	100 Lf	\$2.00	\$200.00		
3I. Pipeline tapping	100 Hrs	\$500.00	\$50,000.00		
Subtotal:			\$79,500.00		
<b>Total: Items 1 - 3</b>			<b>\$186,650.00</b>		
4. % markup for outside contracted services	%	15%			
B18008/SG					

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 15**  
**Amend No. \_\_\_\_\_**

**Date Prepared: December 14, 2020**  
**Council Meeting Date: January 4, 2021**

---

**TO:** James R. Tierney, Town Manager  
**FROM:** Theresa C. Donovan, CMC, Town Clerk  
**SUBJECT:** Tree Warden Appointment for 2021

**RECOMMENDATION:**

That the Town Council reappoints/appoints Tree Wardens for the Town of Narragansett, pursuant to RIGL 2-14-2.

**SUMMARY:**

In accordance with state law, every town council at its regular meeting in January of each year shall appoint a tree warden who is an arborist, licensed under RIGL 2-19, to practice all phases of tree care, including, but not limited to, the planting, pruning, trimming, spraying, or repairing of fruit, shade, forest and ornamental trees and shrubs.

The tree warden has the care and control of all trees and shrubs within the limits of any public road or grounds in Narragansett, except those on roads under the control of RIDOT. The tree warden for public parks or grounds which are under the jurisdiction of the Parks and Recreation Department has the care and control of trees or shrubs in any public park in Narragansett, except those under the control of RIDEM.

The care and control extends to any limbs, roots or parts of trees and shrubs that extend or overhang the limits or bounds of any public road or grounds, and the tree warden, or his or her agent, may enter upon private property when necessary to exercise care and control.

Department of Public Works Deputy Director Steven L. Daignault, Jr. is a RIDEM licensed arborist and has agreed to be reappointed as the Tree Warden for the Town of Narragansett.

Parks and Recreation Department Maintenance Foreman Joseph Harvey, is a RIDEM licensed arborist and has agreed to be reappointed as the Tree Warden for Parks and Recreation.

**ATTACHMENT:**

1. RI Department of Environmental Management, Division of Forest Environment communication



**RHODE ISLAND**  
**DEPARTMENT OF ENVIRONMENTAL MANAGEMENT**

DIVISION OF FOREST ENVIRONMENT  
235 Promenade Street, Suite 394  
Providence, RI 02908

'20 DEC 11 PM 2:57

Office: 401.222.2445  
Fax: 401.222.2444

December 4, 2020

Greetings!

It is that time of year where each Rhode Island community must begin the process of appointing its Tree Warden.

As you may be aware, one of the responsibilities of my office is to oversee the Tree Warden appointments throughout the state.

I wanted to send out this reminder that to be in accordance with RIGL Sect. 2-14-1 et seq. each city and town must appoint a licensed arborist to serve as a tree warden each year during their **January council meeting**.

*\* Compliance with the Tree Warden Act is required as a matter of law and is necessary for approval of funding urban forestry tree planting grants.*

In 1901, Rhode Island was one of the first states to enact a tree warden statute. This law has served to protect and enhance some of our state's greatest assets for over a century. Healthy trees improve the quality of the air we breathe, produce shade and moderate local temperatures, reduce storm water runoff management costs, increase property values, and reduce energy use for heating and cooling. Tree wardens play an essential role in sustaining healthy urban and community forests by overseeing the custody of public trees as well as contributing to the development of municipal forestry programs and tree planting initiatives. As we carry forward into the future, the role of the Tree Warden will continue to remain crucial – likely even more so than in the past with the arrival of new insects and diseases and the advent of climactic changes that may significantly affect our urban forest resource.

Enclosed you will find the Tree Warden Appointment Form for 2021. The appointed tree warden must be a licensed arborist or must become a licensed arborist within six (6) months of assuming the office of Tree Warden. If your community needs help finding a licensed arborist to serve as Tree Warden, please call the Division of Forest Environment to request a list of licensees.

Please complete the form and return the original to my office by February 1, 2021. Once I have received your selection of the Tree Warden, it will be submitted for approval and the signed original appointment form will be returned to you for your records.

Thank you for your attention to this matter. Please do not hesitate to contact me at 222-2445 x2056 if you have any questions or require additional information.

Robert Allard

RI DEM Division of Forest Environment  
Coordinator, Urban and Community Forestry Program



**RHODE ISLAND**  
**DEPARTMENT OF ENVIRONMENTAL MANAGEMENT**

DIVISION OF FOREST ENVIRONMENT  
235 Promenade Street, Suite 394  
Providence, RI 02908

Office: 401.222.2445  
Fax: 401.222.2444

**OFFICIAL TREE WARDEN APPOINTMENT FOR 2021**

According to the provisions of RIGL 2-14 as amended, the Town Council of the Town of \_\_\_\_\_ or the Mayor of the City of \_\_\_\_\_ did on \_\_\_\_\_, 2021 appoint \_\_\_\_\_ to be town or city tree warden, subject to the approval of the Director of the Department of Environmental Management.

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

*email allows updates on DEM workshops and training*

Arborist License # \_\_\_\_\_

Signed: \_\_\_\_\_  
Town/City Clerk

Please complete this form and return to:

RIDEM Division of Forest Environment  
Attn: Lou Allard  
235 Promenade Street, Suite 394  
Providence, RI 02908

Appointment approved: \_\_\_\_\_  
Director, Department of Environmental Management

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 16**  
**Amend No. \_\_\_\_\_**

**Date Prepared: December 15, 2020**  
**Council Meeting Date: January 4, 2021**

**TO:** James R. Tierney, Town Manager  
**FROM:** Theresa C. Donovan, CMC, Town Clerk  
**SUBJECT:** Pension Board

**RECOMMENDATION:**

That the Town Council appoint/reappoint and confirm six employee representatives and appoint/reappoint two other individuals to the Pension Board.

**SUMMARY:**

In accordance with Code of Ordinances Sec. 58-22, the Pension Board is composed of eight members:

- One representative from the labor organization representing the police department.
- One representative from the labor organization representing the fire department.
- Two persons appointed by the town council.
- One representative from the labor organization representing the municipal employees.
- One representative from the labor organization representing employees of the school department participating in this plan.
- One representative of the nonunion employees participating in this plan.
- One representative from the bargaining unit represented by Public Service Employees Local Union 1033.

Each of the labor unions or other groups designated shall submit the name of their proposed representative to the town council for appointment and confirmation.

The following indicates the original board appointment dates and expiration dates.

<b><u>Name</u></b>	<b><u>Appointed</u></b>	<b><u>Expiration Date</u></b>
Jerry A. Sahagian (Council appointee)	12/3/18	11/2/20
Andrew M. Boruta (Council appointee)	12/3/18	11/2/20
Michael DeLuca (nonunion employee rep.)	12/3/18	11/2/20
Michael V. Stone (fire union rep.)*	12/3/18	11/2/20
Robert Barber (police union rep.)*	12/3/18	11/2/20
Cynthia Duckworth (municipal union rep.)*	12/3/18	11/2/20
Daniel G. Holland (middle mgmt. union rep.)	12/3/18	11/2/20
Mary Jane Gray ( <i>non-teacher</i> school union rep.)	12/3/18	11/2/20

Jerry A. Sahagian and Andrew M. Boruta have requested reappointment as Council appointees. There are two additional applications on file for these positions: Douglas E. McLaughlin and Jeffrey L. Dentler.

The labor unions and other groups have chosen the following individuals as their designated representatives for the next term:

- Michael DeLuca (nonunion employee representative)
- Ryan Saber (fire union representative) \*replacing Michael V. Stone
- Brent Kuzman (police union representative) \*replacing Robert Barber
- Janet Tarro (municipal union representative) \*replacing Cynthia Duckworth
- Daniel G. Holland (middle management union representative)
- Mary Jane Gray (*non-teacher* school union representative)

Attached are the Town Council Rules for Commission, Committee and Board Appointments. According to the Council rules, no person shall be appointed to serve concurrently on more than one commission, committee or board created by the Town Council, with the exception of ad hoc commissions, committees or boards, or dual appointments required by charter, ordinance or resolution.

Dual office may be permitted if all applications on file are given appropriate consideration before a person is appointed to a second board or committee and the appointment will not violate the town charter.

#### **ATTACHMENTS:**

1. Letters of support
2. Board composition and history
3. Council Rules for Commission, Committee and Board Appointments

## Teri Donovan

---

**From:** jas@jsahagianltd.com  
**Sent:** Tuesday, December 1, 2020 4:15 PM  
**To:** Teri Donovan  
**Subject:** [EXTERNAL] Pension Board

Hi Terry, Please advise the Town Council that I would like to serve on the Pension Board for another term. Best, Jerry Sahagian

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

## Teri Donovan

---

**From:** aboruta@msn.com  
**Sent:** Friday, December 11, 2020 10:27 AM  
**To:** Teri Donovan  
**Cc:** mickst1@yahoo.com; Dan Holland  
**Subject:** [EXTERNAL] Request to continue on pension board.

Hi Teri,

Please submit my request to continue on the Pension Board of Narragansett.

Let me know if there any other procedures I need to follow.

Merry Christmas,

Andy Boruta  
andyboruta.com

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## Teri Donovan

---

**From:** Teri Donovan  
**Sent:** Wednesday, December 16, 2020 10:20 AM  
**To:** SMT  
**Subject:** Pension Board

This will confirm that Michael DeLuca volunteered to continue representing non-union fulltime employees on the Pension Board, and members of the senior management team supported him in doing so.

Thank you, Mike!

Teri

Theresa C. Donovan, CMC  
Town Clerk  
25 Fifth Avenue  
Narragansett, RI 02882  
[tdonovan@narragansetttri.gov](mailto:tdonovan@narragansetttri.gov)  
[www.narragansetttri.gov](http://www.narragansetttri.gov)

## Teri Donovan

---

**From:** Ryan Navakauskas  
**Sent:** Thursday, December 3, 2020 10:28 AM  
**To:** Teri Donovan  
**Cc:** Ryan Saber  
**Subject:** Pension Board Appointments

Teri,

Good morning, I hope all is well. As we know the two year term for Mike Stone's seat as the Pension Board Representative of Local 1589 Narragansett Firefighters ended on November 1, 2020. We would like to officially appoint FF Ryan Saber to be the new incoming representative for the Local on the Pension Board as of November 1st, 2020. If you have any questions or forms for us to sign in regards to this new appointment please let me know. I will take care of whatever is needed. Stay safe and have a nice day.

Respectfully,

J Ryan Navakauskas  
President Local 1589  
Narragansett Firefighters

## Teri Donovan

---

**From:** Kevin Bousquet  
**Sent:** Wednesday, December 16, 2020 1:42 PM  
**To:** Bridgette McPhillips  
**Cc:** Teri Donovan  
**Subject:** RE: Pension Board Police Dept. Representative

Bridgette,

Brent Kuzman will be the new candidate to represent the Police Dept. (IBOP Local #303) for the Pension Board.

Thank you,

President  
IBPO Local #303

Lieutenant Kevin Bousquet #308  
Narragansett Police Department  
40 Caswell St. Narragansett, RI 02882  
(401)-789-1091 x308  
Email: [kbousquet@narragansetttri.gov](mailto:kbousquet@narragansetttri.gov)



---

**From:** Bridgette McPhillips  
**Sent:** Tuesday, December 15, 2020 4:32 PM  
**To:** Kevin Bousquet <[kbousquet@narragansetttri.gov](mailto:kbousquet@narragansetttri.gov)>  
**Cc:** Teri Donovan <[tdonovan@narragansetttri.gov](mailto:tdonovan@narragansetttri.gov)>  
**Subject:** Pension Board Police Dept. Representative

Hi Mr. Bousquet,

The Town Council will be appointing Representatives for the Pension Board at the December 21<sup>st</sup> meeting. Could you please send us a letter of recommendation or let us know if you would like Robert Barber to remain your representative for the Police Dept. or if you have another candidate.

Thank you,  
Bridgette McPhillips



American Federation of State, County and Municipal Employees

December 1, 2020

To: Narragansett Town Council

From: Council 94, Local 1179

This is to inform you that Janet Tarro has been designated as the Union Representative for Council 94, Local 1179 to the Town of Narragansett's Pension Board.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Monica Tutko'.

Monica Tutko

President

A small, handwritten mark or signature in the bottom right corner of the page.



## Public Employees' Local Union 1033

410 South Main Street  
Providence, Rhode Island 02903-7124  
Tel. (401) 331-1033  
Fax (401) 421-0244



'20 DEC 7 AM 11:38

December 4, 2020

Narragansett Town Council  
25 Fifth Avenue  
Narragansett RI 02882

Honorable Council,

Please accept this letter as our intent to appoint Mr. Daniel Holland as our representative to the pension board to serve the two - year term beginning November 2, 2020.

If you have any questions or comments please feel free to contact me at any time.

Respectfully,

RONALD R. COIA, ESQ.  
Business Manager

## Teri Donovan

---

**From:** Tracey Duffin <tduffin@nssk12.org>  
**Sent:** Thursday, December 3, 2020 1:13 PM  
**To:** Teri Donovan  
**Cc:** Mary Jane Gray; Michele Lamb  
**Subject:** [EXTERNAL] Pension Board

Good afternoon

Please note that Mary Jane Gray will continue to represent our union members on the Pension Board.

Thank you for your time.

--

Mrs. Tracey Duffin  
NESP/NEARI President

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## Pension Board

### Basic Information

#### Type

Board

#### Agendas & Minutes

<http://www.narragansettri.gov/Archive.aspx?AMID=61&Type=&ADID=>

### Description

The Narragansett Pension Board has the authority to adopt rules and regulations governing the implementation of retirement and pensions for Town employees after the rules and regulations have been reviewed and approved by the Town Manager and the Town Council.

The Pension Board is made up of eight (8) members comprised of one (1) representative member from the Police Department labor organization, one (1) representative member from the Fire Department labor organization, two (2) persons appointed by the Town Council, (1) representative member from the municipal employees labor organization, (1) representative member from the middle management labor organization, (1) representative member from the School Department labor organization, and (1) representative from the Town non-union employees.

### Contact Information

### Board Seats



Seat	Member Name	Title	Appointed By	Status	Appointed Date	Start	Calculated End
Public at Large Rep	Jerry A. Sahagian	Member	Council	Expired	12/3/2018	12/3/2018	11/1/2020
Public at Large Rep	Andrew M. Boruta	Member	Council	Expired	12/3/2018	11/2/2018	11/1/2020
Non-Union Employee Rep	Michael DeLuca	Member	Council	Expired	12/3/2018	11/2/2018	11/1/2020
Fire Dept Rep	Michael V. Stone	Chair	Council	Expired	12/3/2018	11/2/2018	11/1/2020
Police Dept Rep	Robert Barber	Member	Council	Expired	12/3/2018	11/2/2018	11/1/2020
Municipal Employees Rep	Cynthia Duckworth	Member	Council	Expired	3/18/2019	3/18/2019	11/1/2020
Middle Management Rep	Daniel G. Holland	Vice Chair	Council	Expired	12/3/2018	11/2/2018	11/1/2020
School Dept Rep	Mary Jane Gray	Member	Council	Expired	12/3/2018	11/2/2018	11/1/2020

# Pension Board

## Basic Information

### Type

Board

### Agendas & Minutes

<http://www.narragansetttri.gov/Archive.aspx?AMID=61&Type=&ADID=>

## Description

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## Contact Information

## Board Seats



### Public at Large Rep

Term	Member Name	Title	Actual Start	Actual End	Appointment End Reason
11/2/2018 - 11/1/2020	Jerry A. Sahagian	Member	12/3/2018		
11/2/2016 - 11/1/2018	Benedict J. Ingegneri	Member	11/2/2016	11/1/2018	Declined reappointment
11/2/2014 - 11/1/2016	Benedict J. Ingegneri	Member	12/1/2014	11/1/2016	Appointment renewed
11/2/2012 - 11/1/2014	Benedict J. Ingegneri	Member	12/3/2012	11/30/2014	

### Public at Large Rep

Term	Member Name	Title	Actual Start	Actual End	Appointment End Reason
11/2/2018 - 11/1/2020	Andrew M. Boruta	Member	11/2/2018		
11/2/2016 - 11/1/2018	Andrew M. Boruta	Member	6/5/2017	11/1/2018	Appointment renewed
11/2/2014 - 11/1/2016	Matthew S. Turco	Member	12/1/2014	11/1/2016	resigned
11/2/2012 - 11/1/2024	Matthew S. Turco	Member	4/15/2013	11/30/2014	

### Non-Union Employee Rep

Term	Member Name	Title	Actual Start	Actual End	Appointment End Reason
11/2/2018 - 11/1/2020	Michael DeLuca	Member	11/2/2018		
11/2/2016 - 11/1/2018	Michael DeLuca	Member	11/2/2016	11/1/2018	Appointment renewed
11/2/2014 - 11/1/2016	Michael DeLuca	Member	12/1/2014	11/1/2016	Appointment renewed
11/2/2012 - 11/1/2014	Michael DeLuca	Member	12/3/2012	11/30/2014	

### Fire Dept Rep

Term	Member Name	Title	Actual Start	Actual End	Appointment End Reason
11/2/2018 - 11/1/2020	Michael V. Stone	Chair	11/2/2018		
11/2/2016 - 11/1/2018	Michael V. Stone	Chair	11/2/2016	11/1/2018	Appointment renewed
11/2/2014 - 11/1/2016	Michael V. Stone	Chair	12/1/2014	11/1/2016	Appointment renewed
11/2/2012 - 11/1/2014	Michael V. Stone	Member	12/3/2012	11/30/2014	

### Police Dept Rep

Term	Member Name	Title	Actual Start	Actual End	Appointment End Reason
11/2/2018 - 11/1/2020	Robert Barber	Member	11/2/2018		
11/2/2016 - 11/1/2018	Robert Barber	Member	5/25/2018	11/1/2018	Appointment renewed
	Keith Lagasse	Member	1/3/2017	5/24/2018	resigned
11/2/2014 - 11/1/2016	Robert Barber	Member	12/1/2014	11/1/2016	
11/2/2012 - 11/1/2014	Robert Barber	Member	12/3/2012	11/30/2014	

### Municipal Employees Rep

Term	Member Name	Title	Actual Start	Actual End	Appointment End Reason
11/2/2018 - 11/1/2020	Cynthia Duckworth	Member	3/18/2019		
	Theresa C Donovan	Member	11/2/2018	1/22/2019	no longer part of the 1179 Union
11/2/2016 - 11/1/2018	Theresa C Donovan	Member	11/2/2016	11/1/2018	Appointment renewed
11/2/2014 - 11/1/2016	Theresa C Donovan	Member	12/1/2014	11/1/2016	Appointment renewed
11/2/2012 - 11/1/2014	Dennis J. Almonte	Member	12/3/2012	11/30/2014	

### Middle Management Rep

Term	Member Name	Title	Actual Start	Actual End	Appointment End Reason
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11/2/2018 - 11/1/2020	Daniel G. Holland	Vice Chair	11/2/2018		
11/2/2016 - 11/1/2018	Daniel G. Holland	Vice Chair	11/2/2016	11/1/2018	Appointment renewed
11/2/2014 - 11/1/2016	Daniel G. Holland	Member	12/1/2014	11/1/2016	Appointment renewed
11/2/2012 - 11/1/2014	Daniel G. Holland	Member	12/3/2012	11/30/2014	

### School Dept Rep

Term	Member Name	Title	Actual Start	Actual End	Appointment End Reason
11/2/2018 - 11/1/2020	Mary Jane Gray	Member	11/2/2018		
	Mary Jane Gray	Member	1/1/2018	11/1/2018	Appointment renewed
11/2/2016 - 11/1/2018	Beth-Ann Laurie	Member	11/2/2016	12/31/2017	retired
11/2/2014 - 11/1/2016	Beth-Ann Laurie	Member	12/1/2014	11/1/2016	Appointment renewed
11/2/2012 - 11/1/2014	Bruce Goodness	Member	12/3/2012	11/30/2014	



**TOWN OF NARRAGANSETT**  
Town Hall • 25 Fifth Avenue • Narragansett, RI 02882  
Tel. (401) 789-1044 Fax (401) 783-9637  
[narragansett.ri.gov](http://narragansett.ri.gov)

**TOWN OF NARRAGANSETT**  
**RULES FOR COMMISSION, COMMITTEE AND BOARD APPOINTMENTS**

**I. SELECTION PROCESS OF MEMBERS**

1. As authorized by the Town Council, the Town Clerk shall advertise once a year in a local newspaper, the commissions, committees, and boards that will have upcoming appointments. When a vacancy occurs it will be placed on the Town's website.
2. Upon receipt of an application, the Town Clerk shall date stamp it and retain the original.
3. The application shall remain on file for a period of two (2) years from the date received. The Town Clerk will contact applicant after the two year period to seek availability and interest. The Town Clerk will forward all applications on file for an open board when a vacancy becomes available on that particular committee, commission or board to the Town Council and to the Town Manager.
4. All new vacancies on the Planning or Zoning Boards will require that the Town Council interview those candidates. Individuals currently serving on these Boards need not be interviewed when applying for reappointment to a successive term on the same Board. However, an attendance record will be included to the agenda item for those individuals wishing consideration for reappointment.
5. The Town Council motion to appoint a candidate to a particular committee, commission or board, shall have the names of each applicant candidate listed on the summary.
6. A written staff recommendation may be submitted to the council through the Town Manager.
7. All applications received shall be available for public review to the extent under law, in the office of the Town Clerk.

8. The mission for each board, commission or committee shall be available in the office of the Town Clerk and on the town's website.

## II. REQUIREMENT FOR MEMBERSHIP

1. Applications for the various commissions, committees and boards shall be available in the Town Clerk's Office or on the Town's website.
2. Applications shall be completed and submitted to the Town Clerk no later than the advertised filing date also unless otherwise approved by the unanimous consent of the council only applications received before the scheduled appointment date shall be considered for appointment.
3. The Town Clerk shall notify individuals whose terms are about to expire by letter, to determine if that individual wishes to be considered for reappointment. Members are reappointed at the discretion of the Town Council.
4. Individuals wishing to be considered for reappointment shall notify the Town Clerk prior to the expiration of the date in the letter sent to them.
5. The chairperson of each commission, committee or board shall submit an *Annual Report* including an attendance record, to the Town Clerk, for those individuals wishing to be considered for reappointment.
6. No person shall be appointed to serve concurrently on more than one commission, committee, or board created by the Town Council, with the exception of Ad Hoc commissions, committees or boards, or dual appointments required by Charter, Ordinance or Resolution. Dual office may be permitted if all applications on file are given appropriate consideration before a person is appointed to a second board or committee and the appointment will not violate the town charter.
7. Any appointee who is absent without cause for three (3) consecutive meetings may be subject to removal by the Town Council.
8. When any member of a commission, committee or board is absent for (3) consecutive meetings, the Chairperson shall notify the Town Clerk, who shall in turn notify the Town Council for direction. Should the Chairperson recognize any other attendance deficiencies, the Town Clerk shall be notified, who shall in turn notify the Town Council for direction.

9. The applicant shall comply with all State Laws and Regulations, as well as Ethics Commission requirements for appointees.
10. The applicant shall be a full time resident and elector in the town to be considered for an appointment to the Planning Board, Pension Board and Zoning Board Review.

### III. APPOINTMENT REVIEW PROCESS

1. The Town Council shall review each application and may invite specific candidates to an interview with the Council prior to a regularly scheduled meeting or work session. Candidates interviewed by the Town Council will be sent a letter of appreciation by the Town Clerk.
2. When making a nomination, the Council member making the recommendation will verbally outline reasons for the nomination.

Adopted February 1, 2010

Amended 11-15-10

Amended 11-18-13

Amended 11-21-16

Amended 02-06-17

Amended 08-06-18

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC:** 17  
**Amend No.**

**Date Prepared: December 28, 2020**  
**Council Meeting Date: January 4, 2021**

---

**TO:** James R. Tierney, Town Manager  
**FROM:** Theresa C. Donovan, CMC, Town Clerk  
**SUBJECT:** Victualling License

**RECOMMENDATION:**

That the Town Council approves a Victualling License application for Couchey Gourmet, LLC dba SoCo Vedge at 140 Point Judith Road, Unit 5, Narragansett, RI, subject to local and state regulations.

**SUMMARY:**

Dean Couchey, owner and operator of SoCo Vedge is requesting a Victualling License to operate a food service preparation and delivery service at 140 Point Judith Road, Unit 5, Narragansett, RI. A victualling license is needed as in accordance with RIGL 5-24-1 and Article III, Section 14-46 "License Required" of the Town's Code of Ordinances in order to prepare and serve food.

**ATTACHMENTS:**

1. Application

## License Application GBL-20-129

Annual License \*

New

---

### Type of License

Please check the license boxes that you are applying for in this application.

**Victualler**

---

### Owner Details

Owner/Corp Name \*

**Couchey Gourmet LLC**

Owner/Corp/LLC Address \*

137 Darlene Drive Wakefield RI 02879

Owner Phone Number \*

518-221-3235

DOB \*

Adult

Has the APPLICANT or any of the principals, partners, officers, or stockholders ever been convicted of a crime or misdemeanor? \*

No

Residence of applicant for last five years \*

Rhode Island 2017-current, Colorado 2010-2017

---

### Business Details

**D/B/A SoCo Vedge**

Business Address \*

**140 Point Judith Road**

**Unit # A5**

Type of Business \*

Food Service prep and Delivery

Business Phone Number \*

518-221-3235

After Hours Emergency Phone Number: \*

518-221-3235

Incorporation Type

Corporation (for profit)

State Incorporated

RI

Date of Incorporation

12/17/2020

Hours of Operation

We will be operating from a commissary kitchen on Saturdays from morning until evening, and delivering chilled foods on Sunday morning.

Dates of operation (if seasonal)

year round

Are the premises owned or leased? \*

Leased

List names, addresses and dates of birth for all officers, directors and partners along with titles and term expiration (if applicable)

N/A

Seating Capacity

0

Occupancy in accordance with Fire Code

0

---

**Applicant Affidavit**

I hereby certify that the above statements are true to the best of my knowledge and belief. By checking this box, I agree that I have the authority to act on behalf of the business. I agree to abide by all local, state and federal ordinances, regulations, and laws that govern this application. Please acknowledge this statement by checking the box. \*

Applicant Name \*

Dean L Couchey

Title of Applicant

Owner

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 18**  
**Amend No. \_\_\_\_\_**

**Date Prepared: December 28, 2020**  
**Council Meeting Date: January 4, 2021**

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**TO: Honorable Town Council**

**FROM: Susan Cicilline Buonanno /Patrick Murray**

**SUBJECT: Create an Economic Development Committee**

**RECOMMENDATION:**

That the Town Council approve the establishment of an Economic Development Commission, consisting of 7 members, including one member of the Chamber of Commerce and one member of the Town Council.

**SUMMARY:**

The Town Council recognizes the need to expand the community's local economy and enhance the quality of life in Narragansett. The Town Council will create an Economic Development Committee to serve in an advisory capacity to the Planning Board and Town Council in the following areas:

- Advise the Planning Board and Town Council in matters regarding community economic development.
- Recommend to the Planning Board and Town Council strategies that promote and enhance responsible economic growth in the community.
- Provide appropriate guidance and advocacy for new or existing business applicants regarding project regulatory approval process.
- Work to implement the goals and objectives of the Town's Comprehensive Plan as they relate to economic development.
- Work with the University of Rhode Island to identify potential cooperative ventures with the University of Rhode Island that stimulate economic development.
- Work with local organizations to create events that will promote the local economic
- Encouraging the economic well-being and expansion of the existing commercial businesses located within the Town;
- Reviewing Town ordinances, policies, and practices to determine their impact on existing and proposed commercial businesses in the Town of Narragansett.

The mission of the Narragansett Economic Development Committee is to enhance the many attributes that Narragansett has to offer. It should be dedicated to help create opportunities for economic development through desirable business growth, expansion, retention and attraction in working as partners to develop a climate conducive in maintaining the quality of life in our Narragansett.

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

CC: 19

Amend No. \_\_\_\_\_

Date Prepared: 12/27/20  
Council Meeting Date: 01/04/21

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**TO: Honorable Town Council**

**FROM: Councilor Jesse Pugh & Councilor Patrick Murray**

**PREPARED BY: Councilor Jesse Pugh**

**SUBJECT: Parking ordinance in neighborhood containing waterfront public access points on Conant Avenue and Pilgrim Avenue**

**RECOMMENDATION:**

**A MOTION TO DIRECT the Town Solicitor to prepare an amendment to the Town's parking ordinance to add public parking spaces in the neighborhood around the waterfront public access points at the end of Conant Avenue and Pilgrim Avenue, and**

**A MOTION TO DIRECT the Town Manager to explore widening the road at the public access points at the end of Conant Avenue and Pilgrim Avenue to be consistent with the dimensions the actual Town-owned public ROWs of record and to present a design to the Town Council.**

**SUMMARY:**

**The Town Manager, James Tierney, along with Community Development Director, Michael Deluca, have identified town owned property to accommodate 22 legal parking spaces to help mitigate the current safety issues caused by cars parking on the narrow roadways. Gravel/crushed stone would be added to widen the road in certain areas and create space to safely park vehicles. 4 spaces would be added on Nichol Ave, 10 spaces on Louise Ave, and 8 spaces on Pilgrim Ave.**

**Additionally, we'd like to explore widening the road at the public access points at the end of Conant Ave and Pilgrim Ave to be consistent with the dimensions the actual Town-owned public ROWs of record and to present a design to the Town Council.**

**All new parking areas would be subject to review by CRMC, RIDEM, and any other relevant state agencies.**

**ATTACHMENTS:**

- 1. Overhead views of streets and proposed parking.**

**TOWN OF  
NARRAGANSETT**  
*Rhode Island*

**Possible sites  
For On-Street  
Parking**

- ◆ Cemeteries
- EncumbranceLine
- FlaggedWetland
- EncumbrancePolygon
- ParcelPolygon
- MunicipalBoundary
- CondoPolygons



1 inch = 200 feet

The Town of Narragansett has produced these maps for informational and representative purposes only and makes no claims concerning the accuracy of this map nor assumes any liability from the use of the information herein.



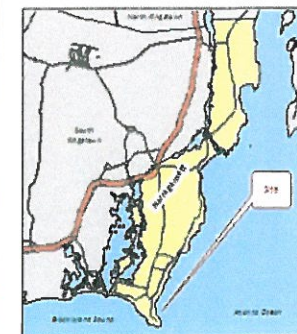
**TOWN OF  
NARRAGANSETT**  
*Rhode Island*  
**Pilgrim Avenue**

- Suspect Wetlands (2007)
- Inland Wetland
- Coastal Wetland
- Cemeteries
- Encumbrance Line
- Flagged Wetland
- Encumbrance Polygon
- Parcel Polygon
- Municipal Boundary
- Condo Polygons



1 inch = 50 feet

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**TOWN OF  
NARRAGANSETT**  
*Rhode Island*  
**Nichol Avenue**

- Suspect Wetlands (2007)
- Inland Wetland
- Coastal Wetland
- ◆ Cemeteries
- Encumbrance Line
- Flagged Wetland
- Encumbrance Polygon
- Parcel Polygon
- Municipal Boundary
- Condo Polygons



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**TOWN OF  
NARRAGANSETT  
Rhode Island**

**Louise Avenue**

- Suspect Wetlands (2007)
- Inland Wetland
- Coastal Wetland
- Cemeteries
- Encumbrance Line
- Flagged Wetland
- Encumbrance Polygon
- Parcel Polygon
- Municipal Boundary
- Condo Polygons



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